

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
September 19, 2017***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 19, 2017, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Lee Allard – Dean, Planning & Institutional Effectiveness
David Bittorf – Acting Vice President, Administration and Finance
Stacey Crawford – Executive Director, College Advancement
Craig Fentress – Director, Information Technology
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Daniel Madron – Chair, Faculty Assembly
John Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti – Dean of Students
Barbara Roulette – Recording Secretary
Anne Shepard – Director, Grants Development
Theresa Shank – Dean, Continuing Education and Workforce Development
Dawn Schoenenberger – Director, Developmental Education and Adult Literacy Services
Teresa Thorn – Coordinator, Middle College
Victor Valencia – Immediate Past President, SGA
David Warner – Vice President, Academic Affairs and Student Services

Guests

Cassandra Latimer – Citi
Kevin Tucker – Clerk of the Court's Office

Call To Order

Chair Abraham presided and convened the regular meeting at 11:29 am.

Closed Session

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

Re-convene Open Session

Following adjournment of the closed session, Chair Abraham re-convened the regular meeting at 1:12 pm. In closed session, the Trustees discussed two (2) matters involving funding. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, Gregory Snook, and John Williamson. President Guy Altieri, Acting Vice President Bittorf, and Dean Allard were also present for discussion of their respective topics.

Swearing In of Re-appointed Trustee, Carolyn Brooks

Chief Deputy Kevin Tucker from the Clerk of the Court's office administered the oath to Ms. Brooks. Trustee Brooks was first appointed to the HCC Board in 1993.

Citi Grant Report

Anne Shepard discussed the Citi Grant, along with Cassandra Latimer, Vice President for Public Affairs and Communications for Citi. The Citi Grant helps students to meet educational expenses through stipends. In 2012, the stipends focused on students who had obtained a GED. Ms. Latimer said that Citi is dedicated to helping to eliminate economic barriers and lift up economic development in the community.

Board Chair Committee Assignments for FY18

The Board reviewed the committee assignments and study groups for the Board goals, and made no adjustments.

Approval of Minutes (June 20, 2017 Closed and Open Sessions) (ACTION)

Ms. Cushwa asked that the Chair and Vice-Chair designations be corrected on the open session minutes. Mr. Snook moved to approve for the June 20, 2017 meeting, the minutes for two closed sessions as submitted, and one open session as amended. Ms. Lampton seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Victor Valencia, SGA Immediate Past President, discussed recent SGA events. Channa Luke, the current SGA president, was not able to make the meeting. New SGA officers will be introduced at the October meeting.

Faculty Assembly

DJ Madron, Faculty Assembly Chair, said the Faculty Assembly has not yet met this semester. He mentioned that the shared governance ad hoc committee for Faculty Load, Promotion, and Tenure (FLPTC) will be reprised this year. President Altieri noted that the original FLPTC study occurred in 2003, was repeated in 2013 addressing additional topics, and the decision to again reprise the group study in 2017 is a reflection of the ongoing need to look at faculty working conditions within the HCC shared governance structure. Faculty are becoming familiar with the student advising model.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, Continuing Education and Workforce Development, College Advancement, and Office of the President.

All College Colloquium

President Altieri reviewed the PowerPoint for the All College Colloquium presented to the College community on August 23, 2017.

Institutional Planning Priorities for FY19

The ten Institutional Planning Priorities for FY19 were reviewed.

CBES Fund Raising

Jim Pierne briefly joined the meeting at 2:25 to distribute pledge packets to the trustees for the CBES project. He also discussed the financial support schedule of gifting options available for various spaces in CBES. The Board would consider for approval the schedule of gifting options later in the open meeting.

Mr. Pierne and Mr. Snook exited the meeting at 2:30 pm.

Fletcher Report

President Altieri briefly discussed the Fletcher Foundation Report, which detailed the grant activities for "Strengthening HCC's Faculty Development Services to Benefit the People of the Washington County Region."

Proposed Board Meeting Topics for FY18

Proposed Board meeting topics for FY18 were reviewed. Throughout the year topics are moved and/or adjusted as necessary.

Key Campus Dates for FY18

Key campus dates for FY18 were distributed. Trustees are asked to note these dates on their calendars.

MACC CIP Prioritization

The MACC CIP Prioritization list was discussed. HCC's CBES project falls beyond the \$60 million total, which in recent years has been the cut off point for state funding.

MACC Draft Legislative Agenda for 2018 and other MACC Initiatives

President Altieri briefly discussed the MACC Legislative Agenda for 2018 and the statement concerning Deferred Action for Childhood Arrivals (DACA).

HCC to Receive NACCE National Award

HCC has been awarded the 2017 Heather Van Sickle Entrepreneurial College of the Year for the CBES project. President Altieri will accept the award at NACCE's 2017 Conference.

Commission on Dental Accreditation (CODA)

The Commission on Dental Accreditation (CODA) reviewed the May 2017 progress report submitted by the College and granted the Dental Hygiene program the accreditation status of "approval without reporting requirements."

National Trend for Public Universities to Establish Cross State Tuition Agreements

President Altieri discussed the growing trend for tuition reciprocity agreements between regional colleges and universities.

Monthly and Special Reports

Personnel Recommendation for September 2017 (ACTION)

Ms. Brooks asked why some of the people included in the report had left the college in 2014, 2015, and 2016. Director Knight said the September personnel report normally includes the people who have left but have not been included on another report. Ms. Lampton moved to approve the personnel recommendations for September 2017 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of August 31, 2017 (ACTION)

Chair Abraham dispensed with formal presentation of the financial report. Ms. Cushwa moved to accept the financial report as of August 31, 2017 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Special Reports

Maryland Performance and Accountability Report

Dean Allard discussed the Maryland Performance and Accountability Report.

Middle College Report

Coordinator for the Middle College, Teresa Thorn, discussed the Middle College Report. The class of 2017 started in the fall of 2015 with 17 students. Ten students completed the program, earning their high school diplomas and associates degrees simultaneously. Two students pursued multiple associate degrees while at HCC, and two graduated from the Honors Program. Ms. Thorn highlighted several former Middle College students who have graduated with Bachelor's degrees and are starting Master's programs. She pointed out that even though the students are required to spend a certain number of hours in the Learning Support Center, many students spend much more time than required. It is a valuable resource. Forty-two students are in the cohort for the 2017-2018 academic year, and there are 585 recruits and prospects.

Campus Water Service and HCC Facilities

Director Metcalf briefly discussed the campus water service. Following the fire in the apartment complex across from the College on Robinwood Drive, the Herald Mail reported that the Fire Marshall expressed concern about the water pressure in the area. Director Metcalf pointed out that the College buildings are constructed with steel studs and less flammable materials. In addition, all buildings are equipped with a sprinkler system designed to knock down a fire, or completely extinguish it before it would gain momentum. The College's water is supplied through an 8-inch water service, and an auxiliary 2-inch line. During periods of little usage and low water volume, a valve on the 8-inch line closes and the flow automatically switches over to the 2-inch line. Once the water volume reaches close to 40 gallons per minute in the 2-inch line, the valve on the 8-inch line automatically opens to accommodate the greater volume. The 8-inch line would automatically open if the College needed the volume to fight a fire.

New Business

Pricing Schedule for Financial Support of the CBES Project (ACTION)

As part of a fund raising campaign, a pricing schedule for designated rooms or areas in the Center for Business and Entrepreneurial Studies (CBES) was discussed. For a monetary contribution of the designated amount, the donor's name would be placed on a plaque outside the entrance to that area.

It was understood that the donation would not include renaming the spaces to reflect the names of the donors. Proposed name changes would need to be approved by the Board of Trustees. Chair Abraham asked that the pricing schedule be called the gifting schedule. Ms. Lampton moved to approve the recommendation as amended. Ms. Brooks seconded, and the motion carried by unanimous vote.

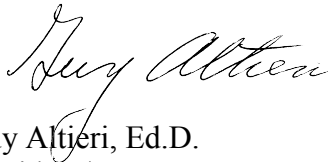
SB1173 – Higher Education Degree and Job Certification Without Debt Act of 2017

President Altieri briefly discussed Senate Bill 1173, which would create a state-wide promise program. Discussion is still in the early stages.

Adjournment of Open Session

There being no further business or discussion, the regular meeting was adjourned at 3:30 pm. The next regularly scheduled meeting will be held on October 17, 2017 in the Administration and Student Affairs building Board Room beginning at 11:30 am.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary