

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
October 17, 2017***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 17, 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 and Institutional Effectiveness
David Bittorf – Acting Vice President, Administration and Finance
Sarah Burge – Development Coordinator
Stacey Crawford – Executive Director, College Advancement
Craig Fentress – Director, Information Technology
Jennifer Knight – Director, Human Resources
Brittany Lyle – Social Media and Public Information Specialist
Channa Luke – President, SGA
Daniel Madron – Chair, Faculty Assembly
Jonathan Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti - Dean, Student Services
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Workforce Development
Lisa Stewart – Coordinator, Alumni Relations and Annual Giving
David Warner – Vice President, Academic Affairs and Student Services

Call To Order

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

Closed Session

Ms. Brooks moved to adjourn to closed session to discuss financial matters. Ms. Lampton seconded, and the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the closed session, Chair Abraham re-convened the regular meeting at 1:02 pm. In closed session, the Trustees discussed three (3) financial matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, Gregory Snook, and John Williamson. President Altieri, Acting Vice President Bittorf, Director Knight, and Vice President Warner were also present.

Approval of Minutes (September 19, 2017 Closed and Regular) (ACTION)

It was moved and seconded to approve the closed and open session meeting minutes for September 19, 2017 as submitted. The motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Ms. Luke introduced the SGA officers present and 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.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, Public Information and Government Relations, Continuing Education and Workforce Development, and Planning and Institutional Effectiveness.

MACC Board of Directors' Meeting, October 25, 2017

The MACC Board of Directors' Meeting will be held on October 25, 2017. President Altieri and Trustee Williamson are scheduled to attend.

Donor Recognition, November 7, 2017, 5:00 pm, Kepler

A reminder that Donor Recognition will be held on Tuesday, November 7, 2017, at 5:00 pm in Kepler Center. Chair Abraham encouraged the trustees to attend.

Faculty Load, Promotion, and Tenure Committee (FLPTC) III Plan Update

President Altieri said that the first ad hoc FLPTC was in 2003. In 2013, a second FLPTC addressed some of the remaining concerns of the faculty. This third ad hoc committee will address additional issues that have surfaced over the last four years. The charge statement for FLPTC III will be shared at a future Board meeting.

Employee and Student Satisfaction Survey Results

The Board reviewed the results of the surveys. Chair Abraham asked why unit planning got a low satisfaction score from the staff. President Altieri explained that the unit planning process decides where the money will be spent, so he would expect that category to receive a low score since all the funding requests cannot be covered within the annual budget. In addition, the divisions have not gotten feedback quickly in the last few years, which also likely contributed to the low score.

Campus Safety and Annual Campus Crime Report

The report is updated each year to include any revisions to policies, as well as the crime statistics. Trustee Snook asked if the College ever uses dogs to sweep the campus. Currently the College does not use this method. Director Knight said she would need to change the employee handbook to include this practice if that were implemented.

Feedback on the September 27th Promise Pathway Program Breakfast

President Altieri felt that the breakfast went well.

Recap of the HCC Open House (October 14, 2017)

The turnout was light for this Open House. It could be there were competing activities in the community.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report for the Period Ending September 30, 2017 (ACTION)

Chair Abraham dispensed with a verbal report. Mr. Snook moved to accept the financial report for the period ending September 30, 2017 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

FY17 Audit Report

Audit Committee Chair Snook reported on the FY17 audit. The Audit Committee, consisting of Trustees Abraham, Snook, and Williamson; Acting Vice President Bittorf; and President Altieri, met with the auditors from Clifton, Larson, Allen LLP on October 17. The audit was clean. Financial Aid, which was a single audit, was also clean. Overall it was an excellent report. Mr. Snook moved to accept the FY17 audited financial statements as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Fall Enrollment Report

Vice President Warner discussed the fall enrollment report, noting that while enrollments were essentially flat, it is very good in comparison to some other community colleges that are experiencing double digit declines. Enrollments in the Middle College and ESSENCE programs continue to grow. President Altieri pointed out that since neighboring Franklin County, Pennsylvania is growing, the neighbor state rate might influence enrollment increases from this area.

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.

Old Business

The Maryland Healthy Working Families Act (HB1)

Mr. Snook moved to approve the recommendation regarding HB1, which gave the administration the authority to implement HB1 should it be voted into law in the upcoming legislative session. HB1 would give sick and safe leave to part-time employees who have worked 12 regular hours. The administration will continue to monitor the status of the bill.

Wireless on Campus Upgrade

Director Fentress said that the campus wireless system started to experience problems approximately two years ago. The College purchased an upgrade, and most access points had been replaced by mid-September. The speeds are now better and faster. Currently, access to campus Wi-Fi is free, but in the future, access will require a password login.

HCC's Interface with and Support For Mt. Aetna Farms Development

President Altieri briefly discussed the document he prepared in support of Mt. Aetna Farms Development. Trustee Snook said that it is very helpful in his discussions with the firms interested in locating here. Prospective firms' representatives have been very interested in the activities at HCC and all the College has to offer.

New Business

Holiday Calendar for FY19, Academic Calendar for FY19, and Revision of Policy 3070 Maryland National Guard Tuition Discount (ACTION)

Mr. Snook moved to approve these three recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

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. The reported hours for 2017 were 11,643 for a value of \$311,915. Ms. Brooks moved to approve the list of campus volunteers as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Contractor Selection for Student Center Parking Lot (ACTION)

President Altieri said the Student Center Parking Lot project was for the base bid only. The add alternate for replacement of the Loop Road would have been too costly to comply with additional storm water management requirements by the County. It was recommended that the Board approve the ranking of the top two firms as Huntzberry Brothers and Morgan-Keller Construction in that order, and authorize the administration to finalize a contract with the top ranked firm. The contract would include RFP general contractor duties not to exceed the budget for the project as specified. Ms. Cushwa moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote. Mr. Snook requested that the Board be informed if the scope of work for the project changes.

Contractor Selection for Smart House/Energy Efficiency Training Center (ACTION)

President Altieri said the Smart House project would include all of the add alternates. It was recommended that the Board approve the ranking of the top two firms as Callas Contractors and Morgan-Keller Construction in that order, and authorize the administration to finalize a contract with the top ranked firm. The contract would include RFP general contractor duties not to exceed the budget for the project as specified. Ms. Cushwa moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Adjournment to Closed Session

There being no further business or discussion, Ms. Lampton moved to adjourn to closed session. Ms. Cushwa seconded, and the meeting was unanimously adjourned to closed session at 3:15 pm under General Provisions Article 3-305(b)(1). The Board reviewed personnel matters affecting specific individuals over which the Board has jurisdiction. Present were Trustees Abraham, Brooks, Cushwa, Lampton, Snook, and Williamson. Trustee Proctor was absent.

The next meeting will be held on November 21, 2017, in the Administration and Student Affairs Building Board Room.

Respectfully submitted,

A handwritten signature in cursive script that reads "Guy Altieri".

Guy Altieri, Ed.D.
President/Secretary