

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
December 19, 2017***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 19, 2017, in the Career Programs Building Rooms 211 & 213, beginning at 1:30 pm. In attendance:

Board Members

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

HCC Affiliates

Lee Allard – Dean, Planning and Institutional Effectiveness
Stacey Crawford – Executive Director, College Advancement
Craig Fentress – Director, Information Technology
Trevor Jackson - Vice President, Administration and Finance
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Sarah Snouffer – Vice President, SGA
Jonathan Metcalf – Director, Facilities Management and Planning
Meredith Nichols – Recording Secretary
Christine Ohl-Gigliotti – Dean, Student Services
Theresa Shank – Dean, Continuing Education and Business Services
David Warner – Vice President, Academic Affairs

Call To Order

Chair Abraham presided and convened the regular meeting at 1:58 pm.

Consider a Motion to Adjourn to Closed Session

Ms. Brooks moved to adjourn to closed session to discuss personnel 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 12.00 PM. In closed session, the Trustees discussed three (3) personnel matters relating to the

appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, William Proctor, and John Williamson. President Guy Altieri, Vice President Warner, and Director Knight were also present.

Approval of Minutes (ACTION)

Trustee Cushwa moved to approve the minutes for the following meetings as submitted. Chair Williamson seconded and the motion carried by unanimous vote.

- A. October 26, 2017 Special Meeting - Open Session
- B. November 10, 2017 Special Meeting - Open Session
- C. November 10, 2017 Special Meeting – Closed Session
- D. November 21, 2017 Open and Work Sessions
- E. December 6, 2017 Special Meeting - Work Session

Report on Presidential Search

Trustee Brooks reported on the Presidential Search. The team was established and confirmed. It is a diverse group made up of campus and community representatives. During the first meeting the schedule was set. The team will keep the College informed moving forward.

Reports from Campus Groups

Faculty Assembly

Vice President Warner represented Associate Professor Madron. Faculty leadership have met with Vice President Warner and President Altieri to discuss issues and planning a course of action moving forward.

Student Government Association

Sarah Snouffer, Vice President, reported on current SGA events and those planned for the future.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Academic Affairs, Student Services, Athletics and Financial Aid.

NACCE/Verizon STEM Initiative for Middle School Girls

Hagerstown Community College received the award for entrepreneurial college of the year from NACCE. The College applied to be part of the Verizon STEM Initiative for Middle School Girls summer camp. Over two years HCC would receive \$400k total grant funding and enroll 100 middle school girls per year.

MACC Trustee Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception will be held on January 22, 2018. Trustees who wish to attend are asked to inform the President's office by January 5, 2018. Vice President Warner's office will keep the Board updated on the sick leave and collective bargaining legislation.

Meeting with Washington County Legislative Delegation

President Altieri reviewed the materials used for the meeting with the Washington County legislative delegation on December 5, 2017. The meeting focused on keeping college affordable for students.

Reflections on 200 Board Meetings/Retreats from 2002-2017

Executive Assistant to the President Barbara Roulette was highly praised for never missing a board package deadline in 15 years. Over 15 years there have been 800 board actions and less than one percent of them have been a split vote. There have been 16 construction projects and HCC doubled enrollment and tripled the graduation rate.

Monthly and Special Reports

Personnel Recommendations (ACTION)

Ms. Cushwa moved to approve the personnel recommendations for December 2017 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

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

Ms. Cushwa moved to accept the financial report for the period ending November 30, 2017 as submitted. Ms. seconded, and the motion carried by unanimous vote.

Statewide MACC Enrollment Summary

President Altieri reviewed the MACC statewide enrollment summary. The College's enrollment team was revamped as part of a larger reorganization, and President Altieri and Vice President Warner praised the enrollment group for positive results. The president noted that the College is

faring well, and some aspects of the reorganization have not yet peaked. Mr. Williamson said that from a statewide perspective, it appears the College is underperforming.

Update on Contracts and Timelines for the Energy House (Construction Trades Training Facility) and Student Center Parking Lot

Vice President Jackson reported that the projects for the Energy House and Student Center Parking Lot were approved by the Board in October. The process has slowed due to some turnover at the State, but the contract with Callas Contractors for the Energy House has been signed. The Student Center parking lot project is on the Board of Public Works agenda for the December 20, 2017 meeting. HCC will schedule the contract signing immediately upon BPW approval.

HCC / CHIEF Cooperative Forest Easement / Forest Conservation Plan

President Altieri explained that the College is discussing forestation and tree replacement with CHIEF. The next campus development plan is scheduled for 2020, noting that dorms and regional enrollments should be observed. Mr. Williamson noted that the College would need to justify the need for dormitories to the local community. President Altieri remarked that funding for these types of projects typically comes from foundations and developers.

New Business

FY18 Budget Adjustments (ACTION)

Annually, at mid-year College administration reviews actual revenue and expenditures compared to budget projections and recommends appropriate reallocations and revisions. During the planning and budgeting process, designated funds are reserved to address potential adjustments due to program development, new initiatives, unanticipated expenditures, or revenue shortfalls. Ms. Brooks moved to approve the budget adjustments for FY18 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Additional Remarks

- Mr. Williamson noted that there will be a MACC trustee conference and reception in January to discuss operating expenses, capital spending, and bachelor's degrees.
- The Board of Trustees thanked President Altieri for his years of service to the College.
- Ms. Lampton thanked the staff and Mr. Abraham thanked the SGA, wishing everyone a happy holiday.

Adjournment

There being no further business or discussion, the meeting was adjourned at 2:50 pm. The next meeting will be held on January 23, 2018 in the Administration and Student Affairs Board Room.

Respectfully submitted,

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

Guy Altieri, Ed.D.
President/Secretary