

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
March 17, 2015*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 17, 2015, in the Elliott Center, Rooms 211 & 213, beginning at 1:00 pm. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Carolyn Brooks
Patricia Cushwa, Vice-Chair
Merle Elliott
William Proctor
Gregory Snook, Chair
John Williamson

HCC Affiliates

Jessica Chambers – Dean, Student Affairs
Christina Kilduff – Vice President, Administration and Finance
Elizabeth Kirkpatrick – Director, Public Information / Government Relations
Gerhard Klein - President, SGA
Jennifer Knight – Executive Director, Human Resources
Stacey Lowman – Executive Director, College Advancement
Barbara Macht – Dean, Planning & Institutional Effectiveness
Jonathan Metcalf – Director, Facilities Management and Planning
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
Lori Spessard – Assistant Professor, Economics
David Warner – Vice President, Academic Affairs

Call To Order

Chair Snook presided and convened the regular meeting at 11:02 pm.

Motion to Adjourn to Closed Session

The Board adjourned to closed session to discuss real property and financial strategies related to the FY16 budget.

Re-convene Open Session

Following adjournment of the closed session, Chair Snook re-convened the open session at 1:05 pm. In closed session the Board discussed one (1) real property issue and five (5) financial strategies related to the FY16 budget. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, William Proctor, Gregory Snook, and John Williamson. Also present were President Guy Altieri, Vice President Christina Kilduff, and Director Jennifer Knight.

Approval of Minutes (February 17, 2015) (ACTION)

Ms. Brooks moved to approve the closed and regular meeting minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

President Gerhard Klein reported on current and future events for the SGA.

Faculty Assembly

Assistant Professor Madron was not able to attend the business meeting due to teaching schedule.

President's Report

Board Briefing Summary

President Altieri summarized events in Academic Affairs, Student Affairs, and Continuing Education and Business Services.

Meeting with the Herald Mail Editorial Board on March 10, 2015

President Altieri and Beth Kirkpatrick met with the editorial board at the Herald Mail to discuss major challenges facing the College. The staff met for over an hour, and President Altieri felt that they were supportive of the College's position and would weave the message in wherever possible.

Monthly and Special Reports

Personnel Recommendations for March 2015 (ACTION)

Ms. Cushwa moved to approve the personnel recommendations for March 2015 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Financial Report as of February 28, 2015 (ACTION)

Chair Snook dispensed with a formal verbal report. Mr. Proctor moved to accept the Financial Report as of February 28, 2015 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote. Vice President Kilduff briefly discussed the plans for the new campus store format in which online purchases will be encouraged. The Manager position for the campus store is currently being recruited.

New Business

Appoint Auditing Firm for FY15 (ACTION)

Vice President Kilduff said that Albright, Crumbacker, Moul & Itell are in the second year of three one-year optional extensions to their contract. It was recommended that they be appointed to conduct the FY15 audit for the fee of \$37,000 for the College and \$5,500 for the HCC Foundation. Mr. Elliott moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Faculty, Load, Promotion, and Tenure Policy Revision (ACTION)

Vice President Warner and Professor Lori Spessard briefly discussed the Faculty, Load, Promotion, and Tenure policy and the changes recommended by the ad hoc committee that was created in 2013 to review it. In addition, Administrative Guidelines to be placed in the next edition of the Faculty Guidebook prepared by the Vice President of Academic Affairs (March 2015) were distributed. Mr. Proctor moved to approve the recommended changes as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Award of Emeritus Policy Revision

The Board reviewed and discussed the paragraph recommended to be added to the existing emeritus policy. The recommended addition dealt with the frequency of the approval cycle and related eligibility. After much discussion it was moved, seconded, and approved to table the recommendation pending further study.

Employee Benefit Costs for FY16 (ACTION)

Director Knight discussed the employee benefit costs for FY16. After careful analysis of the claims for the first half of FY15, it was recommended that the benefit costs for FY16 remain the same. Ms. Brooks moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Adjourn

There being no further business or discussion, the regular meeting was adjourned. The next regularly scheduled meeting will be held on Tuesday, April 28, 2015, in the Administration and Student Affairs Board Room.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Guy Altieri". The signature is fluid and cursive, with a large initial "G" and "A".

Guy Altieri, Ed.D.
President/Secretary