

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
June 23, 2015***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 23, 2015, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Jessica Chambers – Dean, Student Affairs
Joseph Heavner -- President, SGA
Julian Horton – Associate Dean, Instructional Technology and Online Education
Christina Kilduff – Vice President, Administration and Finance
Jennifer Knight – Director, Human Resources
Stacey Lowman – Executive Director, College Advancement
Brittan Lyle – Social Media and Public Information Specialist
Barbara Macht – Dean, Planning & Institutional Effectiveness
Jonathan Metcalf – Director of Facilities Management and Planning
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
David Warner – Vice President, Academic Affairs

Call To Order

Chair Snook presided and convened the regular meeting at 11:32 am.

First Closed Session

Ms. Brooks moved to adjourn to closed session to discuss personnel issues and/or other personnel matters affecting one or more individuals. Mr. Abraham seconded and the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the first closed session, Chair Snook re-convened the regular meeting at

1:20 pm. In closed session, the Trustees discussed one (1) matter 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, Merle Elliott, Gregory Snook, and John Williamson. President Guy Altieri was also present.

Approval of Minutes (May 26, 2015 Regular and Closed Session) (ACTION)

Mr. Abraham moved to approve the May 26, 2015 regular and closed meeting minutes as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Joseph Heavner, SGA President, discussed current events planned by the SGA and ideas for future activities.

Faculty Assembly

There was no report from Faculty Assembly.

President's Report

Board Briefing Summary

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

MACC Board of Directors' Meeting, June 24, 2015

The MACC Board of Directors' meeting is scheduled for June 24, 2015, 2:00 – 4:00 pm. Chair Snook and President Altieri are scheduled to attend.

Monthly and Special Reports

Personnel Recommendation for June 2015 (ACTION)

Ms. Brooks moved to approve the personnel recommendations for June 2015 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

President Altieri's Contract (ACTION)

Ms. Brooks moved to extend President Altieri's current contract through June of 2019. Mr. Abraham seconded, and the motion carried by unanimous vote.

Financial Report as of May 31, 2015 (ACTION)

Chair Snook dispensed with formal presentation of the financial report. Ms. Cushwa moved to accept the financial report as of May 31, 2015 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Enrollment Report for Fall 2015

Dean Chambers said that compared to 2014 at this same time, total headcount for 2015 was down 354 students, total FTE was down 99.4, and total credits were down 3,048. She discussed notable enrollment trends and the current initiatives being implemented to increase enrollments.

2018 Strategic Plan

President Altieri and Dean Macht discussed the 2018 Strategic Plan. Each executive officer spoke about their respective areas as related to the following eight strategic goals: 1) maintain strategic change and continuous quality improvement systems; 2) maintain a responsive, dynamic curriculum and teaching excellence; 3) strengthen enrollment management systems and improve student retention and program completion; 4) expand community and business services and strategic partnerships and alliances; 5) expand and enhance online programs and services; 6) improve human resource development systems, practices, and procedures; 7) align technology enhancements, facilities development, and safety and security practices with mission-based priorities; and 8) enhance financial resource development, allocation, and reallocation strategies to ensure the efficient and effective use of available funds and resources. The Board unanimously endorsed the 2018 Strategic Plan.

Old Business

Finalize Board Meeting Dates for FY16 (ACTION)

Ms. Brooks moved to approve the Board meeting dates for FY16 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

New Business

HCC's Approach to Utility Pricing

Director Metcalf discussed the College's approach to utility pricing. He said that when the STEM and Kepler buildings came on line, usage increased but has since leveled off. Bids are solicited every three or four years. Chair Snook suggested there might be some financial benefit to aggregating. President Altieri said the College had studied aggregating approximately seven years ago, and had found no substantial benefit, but would check into it again.

Food and Campus Store Pricing (ACTION)

Mr. Abraham moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Board Re-organization (ACTION)

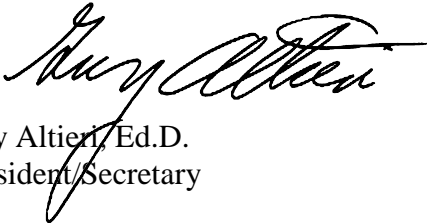
In accordance with Article IV of the Constitution and By-laws, Chair Snook turned the meeting over to President Altieri to conduct an election for the office of chair for FY16. Trustee Brooks nominated Patricia Cushwa as candidate for Board Chair. Mr. Snook moved to close the nominations. Mr. Abraham seconded, and the motion carried by unanimous vote. Trustee Brooks nominated Austin Abraham for Vice-Chair. Mr. Elliott moved to close the nominations. Mr. Snook seconded, and the motion carried by unanimous vote. Ms. Cushwa and Mr. Abraham were elected Chair and Vice-Chair respectively by acclamation.

Chair Snook assumed chairmanship of the meeting. Mr. Snook 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 2:54 pm to discuss real property and Board administrative matters.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary

GA/bwr