

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
September 15, 2015*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 15, 2015, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Craig Fentress – Director, Information Technology
Julian Horton – Dean, Academic Support Services and Online Education
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Stacey Lowman – Executive Director, College Advancement
Michael Martin – Acting Dean, Student Affairs
Jonathan Metcalf – Director of Facilities Management and Planning
Irene Neff – Coordinator, Volunteers
Carol Rothstein – Director, Instructional Support Services
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
Ryan Spurrier – Coordinator, Institutional Reporting
David Warner – Vice President, Academic Affairs

SGA Officers

Mark Goodnight – Treasurer
Joseph Heavner – President
Amanda McPherson – Secretary
Blake “Krys” Reeder – Vice President
Ethan Rubinstein – Senator
Hayley Runion - Senator
William Thomas – Senator
Geraldson Valme – Senator

Call To Order

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

Closed Session

It was moved, seconded, and approved to adjourn to closed session to discuss personnel issues and/or other personnel matters affecting one or more individuals, financial strategies, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Cushwa re-convened the regular meeting at 1:12 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, and two (2) funding strategies. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri, Director Kirkpatrick, and Director Metcalf were also present.

Board Chair Committee Assignments

Chair Cushwa made the following committee assignments for FY16: Merle Elliott, Chair; Austin Abraham, Vice Chair; and John Williamson will serve on the Audit Committee; Austin Abraham and William Proctor will serve as Foundation Liaison; Greg Snook and William Proctor will serve on the Board Self-Evaluation Committee; Carolyn Brooks will serve as Board Officer Nominations; Austin Abraham and Patricia Cushwa will serve as MACC Representatives; Austin Abraham, Chair, and John Williamson will serve on the Ad Hoc Review Committee on Board By Laws; and John Williamson, Chair, and Carolyn Brooks will serve on the Ad Hoc Review Committee on Funding for Low Income Students. The list of appointments will be uploaded to the Resources section of OnBoard for easy reference.

Approval of Minutes (June 23, 2015 Regular and Closed Session) (ACTION)

Mr. Proctor moved to approve the June 23, 2015 regular and closed meeting minutes as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Introduction of SGA Officers

The SGA officers introduced themselves and shared their major fields of study. Joe Heavner, President, discussed recent club events and plans for the future.

Faculty Assembly

Assistant Professor Madron said that the Faculty Retreat went very well with good discussions and a very positive tone.

President's Report

Board Briefing Summary

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

Proposed Board Meeting Agenda Topics for FY16

The Board reviewed the proposed topics and offered no changes.

Key Campus Dates for FY16

The Board reviewed key campus dates for FY16.

Proposed Program for Student Center Dedication

President Altieri briefly discussed the proposed program for the Student Center Dedication on October 22, 2015 at 3:00 pm.

HCC's Open House October 24, 2015

President Altieri discussed plans for the Open House on October 24, 2015, which is designed to showcase to the community HCC's many offerings.

MACC CIP Prioritization List for FY17

President Altieri said that all of the community college presidents endorsed the CIP Prioritization list. Completion of the LRC Renovation project is at the \$57 million range, well within the \$60 million range, if that is the state's cut off point for funding projects.

AACC Community College Legislative Priorities

President Altieri discussed the AACC Community College Legislative Priorities, detailing AACC's position in seven areas, including Budget and Appropriations, Pell Grant program, Tuition-Free Community College, Higher Education Act Reauthorization, and Campus Accountability and Safety.

Superintendent Lowery's Resignation

President Altieri discussed the resignation of Superintendent Lillian Lowery and the appointment of Jack R. Smith as Interim State Superintendent.

HCC Awarded \$618,000 Advanced Manufacturing Grant

President Altieri discussed HCC's recent award of \$618,000 for Advance Manufacturing. Short term renovations to the ATC will be made with the \$300,000 received from the County, as well as possibly an additional \$100,000 to \$200,000 that might be requested. Longer range renovations will take careful analysis of the existing structure and what would be possible. Mr. Snook asked if a new facility would eventually be needed and if private dollars would be solicited. The College will continue to explore the options.

Mr. Proctor exited the meeting at 1:58 pm

“The Power of Free Community College”

President Altieri briefly discussed the Atlantic article, “The Power of Free Community College.”

Monthly and Special Reports

Personnel Recommendation for September 2015 (ACTION)

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

Financial Report as of June 30, 2015 (ACTION)

Chair Cushwa dispensed with formal presentation of the financial report. Mr. Snook moved to accept the financial report as of June 30, 2015 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

All College Colloquium

President Altieri briefly discussed the All College Colloquium which was shared with the college community on August 19, 2015.

Cultural Diversity Report (ACTION)

Ryan Spurrier briefly discussed the Cultural Diversity Report, noting that most minorities have increased. It was moved, seconded, and approved to accept the Cultural Diversity Report as submitted.

New Business

Selection of Contractor for Central Plant Expansion (ACTION)

The Central Plant Expansion General Contractor Selection Committee interviewed Morgan-Keller Construction and Callas Contractors for this position. It was recommended that the firms be ranked Morgan-Keller first and Callas Contractors second, the administration begin fee negotiations with

the first ranked firm, and the administration finalize a contract with one of these two firms, proceeding in rank order as recommended by the Review Committee, that includes RFP general contractor duties not to exceed the adjusted budget for the project as specified by the Board. Mr. Snook moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Approval of Volunteer Corps (ACTION)

Ms. Neff reported that there are currently 369 volunteers. Those numbers continue to shift as new people join the ranks and others withdraw to move onto other pursuits. Mr. Abraham moved to approve the list of Volunteer Corps members as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Course Fees Correction for Health Sciences (ACTION)

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

Dental Hygiene Testing Fees for Non-HCC Students (ACTION)

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

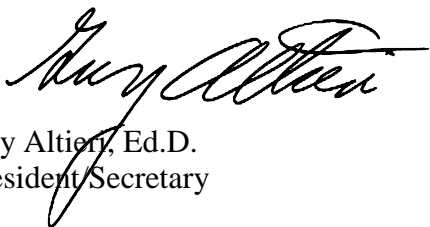
FY16 Fee Schedule Change for the Children's Learning Center (ACTION)

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

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:06 pm.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary

GA/bwr