

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Joint Meeting  
December 15, 2015*

A Joint Meeting of the Board of Trustees and Foundation Executive Committee of Hagerstown Community College was held on Tuesday, December 15, 2015, in the Student Center, Private Dining, Room 182, beginning at 12:00 noon. In attendance:

Board Members

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

HCC Affiliates

Carolyn Cox – Director, Student Financial Aid  
Christina Kilduff – Vice President, Administration and Finance  
Jennifer Knight – Director, Human Resources  
Michael Martin – Acting Dean, Student Affairs  
Barbara Roulette – Recording Secretary

HCC Foundation Board Executive Committee

William Fritts, II – Treasurer  
John A. Latimer, III – Vice President  
Alan Levin – Immediate Past President  
Stacey Lowman - Foundation Executive Director

**Call To Order**

Chair Cushwa presided and convened the joint meeting at 12:05.

**Foundation Report**

*Annual Recap*

Foundation Vice President Latimer reported that 2016 was a prosperous year. Mr. Latimer said that the Foundation Board filled one vacancy on the Board, Paul Crampton III, and two vacancies remain. Activities for 2015 included the Employee Giving Drive and the Alumni Annual Fund Drive and Phonathon. The Donor Recognition Reception was held October 21, and the Ben Jones Art Show Finale, held on November 20, had an excellent turn out. Planned

activities for 2016 include a Tribute to Education hosted by the Mellott Company on April 8, 2016. A total of eleven named scholarships were new or completed.

### **Finance and Investment Committee Highlights**

Mr. Fritts referenced the Annual Foundation Report. He reported that the College's portfolio value as of September 30, 2015 was \$8.3 million. USMF reported a 2.8% loss for the quarter ending September 30, 2015, and a gain of 0.2% for the nine months ended September 30, 2015. Quarterly conference calls were held with USMF to discuss performance. Sam Gallo, Chief Investment Officer for USMF; and Pam Purcell, VP and General Counsel for USMF attended the Foundation's annual meeting in June 2015 to discuss current market conditions and investment strategy.

USMF has also made available a video webinar highlighting the quarterly review of investments, narrated by Sam Gallo. Ms. Lowman can provide the log-in information to interested trustees.

### **Fund Raising Campaigns – Past and Future**

Executive Director Lowman said the Booster Leadership Group is a twelve member group with five very active members. There are a total of 94 Booster members. The Booster Group has held several different events, and \$36,000 was given back to the teams in 2015.

### **Special Reports**

#### ***Student Financial Assistance Report***

Dean Martin, Director Cox, Director Knight, Vice President Kilduff, and Executive Director Lowman discussed the Student Financial Assistance Report. Total financial aid awarded to HCC students decreased from \$19.1 million in FY14 to \$17.5 million in FY15. While there were increases in Foundation Scholarships, Non-Title IV Federal Grants, and miscellaneous sources, there were decreases in all other funding sources. Director Cox said that Federal PELL grant guidelines are constantly changing, which impacts the number of students who qualify. She and her staff conduct financial literacy training for students to learn how to better manage their finances, but adequate funding for many students remains a major obstacle.

#### ***Report from the Trustee Board/Foundation Board Ad Hoc Student Financial Assistance Study Group***

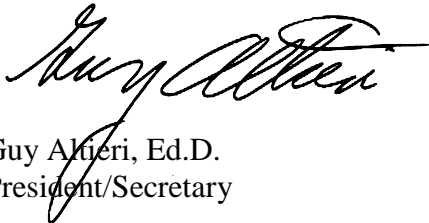
President Altieri and Trustee Williamson discussed the recommendations from the Ad Hoc Student Financial Assistance Study Group. The group met twice to review data on students who could not attend without financial assistance, and procedures related to recruiting, billing, providing financial aid assistance, and addressing students who do not pay their bills. The group reached consensus on the following potential short term changes: 1) Award Foundation scholarships through the financial aid office, 2) start the application and registration process

much earlier, 3) make larger awards, 4) make awards that would cover multiple semesters or perhaps complete programs, and 5) fund transportation for qualified FARM students to attend ESSENCE or Middle College classes. A more long term solution might include an “HCC College Opportunity Promise” for identified middle school students from low income families. Students would be guaranteed their HCC education would be fully funded if they continued to meet the prescribed academic progress. Parents would be required to be engaged in the process, and summer camps and/or workshops might be required activities for the students. President Altieri said that a restructuring of student services would include merging admissions and advising and having the advisors visit the high schools, which would help implement such a program. In addition, HCC will be pursuing a “Talent Search” federal grant that would also assist in increasing the number of students from low income families who would be placed on a college readiness track.

### **Adjournment**

There being no further business or discussion, the joint meeting was adjourned at 1:35 pm. The regularly scheduled meeting followed immediately in the same location.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Guy Altieri". The signature is fluid and cursive, with a long horizontal stroke at the end.

Guy Altieri, Ed.D.  
President/Secretary