

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
April 26, 2016*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 26, 2016, in the Administration and Student Affairs Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Jennifer Adams – Coordinator, Library Services and Learning Support Services
Carolyn Cox – Director, Student Financial Aid
Kevin Crawford – Assistant Director, Recruitment and Admissions
Joseph Heavner - President, SGA
Julian Horton – Dean, Online Education and Instructional Support Services
Christina Kilduff – Vice President, Administration and Finance
Elizabeth Kirkpatrick – Director, Public Information / Government Relations
Jennifer Knight – Director, Human Resources
Stacey Lowman – Executive Director, College Advancement
Michael Martin – Acting Dean of Students
Jonathan Metcalf – Director, Facilities Management and Planning
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services

Call To Order

Chair Cushwa presided and convened the regular meeting at 11:30 am.

Consider a Motion to Adjourn to Closed Session

Ms. Brooks moved to adjourn to closed session to discuss pending or potential litigation, various personnel actions with regard to, or the evaluation of, an appointee, employee, or official over whom the Trustees have jurisdiction or any other personnel matter that affects one or more specific individuals. Mr. Abraham seconded, and the motion carried by unanimous vote.

Re-Convene Open Session

Following adjournment of the closed session, Chair Cushwa re-convened the regular meeting at 1:38 pm. In closed session, the Trustees discussed one (1) personnel matter relating to individual Enrollment Management appointments and salary adjustments, one (1) matter of litigation and advice from counsel, and three (3) discussions on financial strategy. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Gregory Snook, and John Williamson. President Guy Altieri, Vice President Kilduff, Director Knight, and Vice President Warner were also present. Attorney Singer attended the meeting for that portion of the discussion regarding litigation.

Approval of Minutes (March 17, 2015 Open, Closed, and Joint) (ACTION)

Mr. Snook moved to approve the open, closed, and joint meeting minutes for March 17, 2015 as amended to correct the designations for Chair and Vice Chair. Mr. Abraham seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

President Joe Heavner reported on current and future events for the SGA, and introduced the newly elected incoming president, Victor Valencia.

Faculty Assembly

There was no report from Faculty Assembly.

President's Report

Board Briefing Summary

President Altieri summarized events in Academic Affairs, Student Affairs, and Planning and Institutional Effectiveness.

Fletcher Grant Proposal

President Altieri discussed the College's proposal to the Alice Virginia and David W. Fletcher Foundation, entitled New Bridges in Washington County. The project would focus on education leading to a GED, increased English fluency, and/or short-term job training that leads to vocational certificates.

New Commissioner Orientation

President Altieri and Trustee Snook met with newly appointed commissioner, Wayne Keefer, on April 4, 2016, to provide orientation to the College. Topics included enrollment growth, job training, HCC's impact on the community, partnerships, and capital and operating budgets. Commissioner Keefer was very receptive to learning about HCC, and stayed beyond the allotted time for additional discussion. The meeting was very positive.

Letter to MHEC Regarding Transfer Agreement

President Altieri briefly discussed the letter from Maryland's community college presidents to MHEC's Secretary Fielder urging the adoption of the statewide transfer and reverse transfer agreement by July 1, 2016.

RSVP for Year End Activities

Trustees were asked to complete and forward the RSVP sheets for year-end activities to the President's office by May 1.

Follow Up Letter to County Budget Meeting

President Altieri shared the letter to Commissioner LeRoy Myers following the March 15 budget meeting at which the commissioner requested a breakdown of the 3% requested increase in funding.

Monthly and Special Reports

Personnel Recommendations for April 2016 (ACTION)

Mr. Snook moved to approve the personnel recommendations for April 2016 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Financial Report as of March 31, 2016 (ACTION)

Chair Cushwa dispensed with a formal verbal report. Mr. Snook moved to accept the Financial Report as of March 31, 2016 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

May Candidates for Certificates and Degrees (ACTION)

Mr. Snook moved to approve May Candidates for College Certificates and Degrees, the Expressive Activity Policy, the Commercial Solicitation Policy, and the Student Organization Policy as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Expressive Activity, Commercial Solicitation, and Student Organization Policies (ACTION)

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

Special Reports

Annual Continuing Education Report

Dean Shank presented the annual continuing education report in the format of Who Wants to be a Millionaire? Discussion topics included program areas, contract training, College for Kids, the TIC, enrollment and FTE, and opportunities for future growth.

Progress to Date in Implementing the Enrollment Management Model

Michael Martin, Carolyn Cox, and Kevin Crawford discussed their new positions as part of the new enrollment management model. All were excited about the positive affects this re-organization will have on enrollment growth and the accessibility of higher education for more Washington County students.

Mr. Snook exited the meeting at 3:00 pm.

HCC's Library of the Future

Jennifer Adams gave a brief overview of HCC's library of the future, discussing the evolution of academic library services and the Brish Library space priorities.

Smart House/Energy Efficiency and Building Trades Center Project Summary and Resolution of Endorsement to Proceed with Providing the Local Match

President Altieri said that this project, which received initial Board approval in 2014, is part of the College's enrollment growth strategy. Students will have practical applications and opportunities to learn trade-related skills for careers in commercial and residential settings, including solar and wind power systems, geothermal and heat pump/HVAC systems, plumbing and electrical systems, and types of insulation, installation methods, etc.

By-laws Review

Trustees Abraham and Williamson, members of the ad hoc committee on bylaws review, discussed the proposed revisions. The committee reviewed the bylaws of a number of cohort colleges in Maryland, and compared the proposed revisions to COMAR in order to assure alignment. Trustees were asked to review the proposed changes in preparation for action in May.

Old Business

Continuing Education Tuition and Fees for FY17

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

Approve Request for RFP for LRC Renovation Project

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

Adjournment

There being no further business or discussion, the Board meeting was adjourned at 3:46 pm.

The next regularly scheduled meeting will be held on Tuesday, May 24, 2016, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr