

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
September 20, 2016*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 20, 2016, 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
Paula Lampton
Gregory Snook, Chair
John Williamson

HCC Affiliates

Stacey Crawford – Executive Director, College Advancement
Craig Fentress – Director, Information Technology
Julian Horton – Dean, Academic Services and Online Education
Christina Kilduff – Vice President, Administration and Finance
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Barbara Macht – Dean, Planning & Institutional Effectiveness
Daniel Madron – Chair, Faculty Assembly
John Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti – Dean of Students
Barbara Roulette – Recording Secretary
Victor Valencia -- President, SGA
David Warner – Vice President, Academic Affairs and Student Services

Call To Order

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

Closed Session

Mr. Snook moved to adjourn to closed session to discuss a legal matter and a recent bid for a campus construction project. Mr. Abraham seconded and the motion carried by unanimous vote.

Re-convene Open Session

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

1:14 pm. In closed session, the Trustees discussed one (1) litigation case and one (1) matter involving the bid results for a campus construction project. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, Gregory Snook, and John Williamson. President Guy Altieri, Attorney Singer, Director Knight, Vice President Kilduff, and Vice President Warner were also present for discussion of their respective topics.

Swearing In of Newly Appointed Trustee, Paula Lampton

Tara Robinson from the Clerk of the Court's office administered the oath to Ms. Lampton, whose husband, Ed, and son, Ryan, were also in attendance. Trustee Lampton had previously served on the HCC Foundation Board.

Board Chair Committee Assignments for FY17

The Board reviewed the committee assignments and study groups for the Board goals, and made no adjustments.

Approval of Minutes (June 21, 2016 Closed and Open Sessions) (ACTION)

Mr. Abraham asked for two clarifications to be made to the open session minutes. Ms. Brooks moved to approve the June 21, 2016 closed session minutes as submitted and the open session minutes as amended. Mr. Snook seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Victor Valencia, SGA President, introduced the SGA officers and discussed recent SGA events.

Faculty Assembly

DJ Madron, Faculty Assembly Chair, said that the major discussion topic for faculty is the software for the student planning model that allows interaction between students who have expressed an interest in a specific field, and the faculty for that area. The model is designed to improve retention and graduation rates.

Selection of General Contractor for the LRC Renovation Project (ACTION)

Mr. Snook moved to approve the recommendation to award the contract for general contractor for the LRC Renovation Project to Morgan-Keller Inc., who was the low bid, in the amount of \$2,088,900. Mr. Williamson seconded, and the motion carried by unanimous vote.

President's Report

The President's Report consisted of the following informational topics: the Board Briefing Summary, in which the president highlighted Student Recruitment and Enrollments, Student Activities and Services, Academic Affairs, Continuing Education and Workforce Development, and Planning and Institutional Effectiveness; Proposed Board Meeting Topics for FY17; Key Campus Dates; HCC's 70th Anniversary; Ad Hoc Salary Review Committee Charge; ARC Announcement of Funds Award for the LRC Renovation Project; Former SGA President has Paper Published; Report on Eliminating Textbooks, a study of which is ongoing; Correspondence with Bill Young, Hagerstown Housing Authority Proposal, and Bester Community of Hope; U.S. Department of Education Request for Earlier Financial Aid Awards; Middle States Accreditation Status Update, which approved the new CVT program site; and the MACC CIP Prioritization for FY18.

Monthly and Special Reports

Personnel Recommendation for September 2016 (ACTION)

Ms. Brooks moved to approve the personnel recommendations for September 2016 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Financial Report as of August 31, 2016 (ACTION)

Chair Cushwa dispensed with formal presentation of the financial report. Mr. Abraham noted that Food Service and the Campus Store had shown some unfavorable results. It was noted that Food Service has been undergoing some changes, and it is hoped that some gains will be realized going forward. Vice President Kilduff said that the Campus Store is competing against Amazon and electronic format for the sale of text books. Mr. Snook moved to accept the financial report as of August 31, 2016 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Special Reports

Chair Cushwa asked if there was any information to add to the materials included in the Board books for the following special reports: All College Colloquium, Maryland Performance Accountability Report, MOU between MACC and the Public School Superintendent Association of Maryland, and the MACC Draft Legislative Agenda for 2017. Vice President Warner said that the MOU with the Public School Superintendents is a one year agreement, and while it is a good guiding document, the academic officers expect there will be some changes.

Pennsylvania Department of Education

Vice President Warner has been working with the Pennsylvania Department of Education regarding their recent denial for the College to hold dual enrollment classes in Pennsylvania high schools beginning with the spring 2017 semester. HCC continues to explore ways in which to appeal this decision.

Old Business

Supplemental Design Work for the LRC (ACTION)

Mr. Snook moved to approve the recommendation to expand the architect scope of design work for the LRC Renovation Project for an additional \$172,000 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

Revision of Policy 4035 Intercollegiate Athletics (ACTION)

Ms. Brooks moved to approve the recommended revisions to policy 4035, Intercollegiate Athletics, as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Veterans and Campus Store Purchases Policy (ACTION)

Veterans often face challenges purchasing their course materials because their benefits have not yet been received when classes start. It was recommended that the administration be authorized to permit veteran students waiting for VA book stipend money to charge required classroom books purchased from HCC's Campus Store to their individual student accounts, provided they meet the stipulated criteria. Mr. Abraham moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Adjournment to Second Closed Session

There being no further business or discussion, the regular meeting was adjourned to the second closed session at 3:30 pm to discuss personnel matters with regard to the evaluation of an appointee, employee, or official over whom the Board has jurisdiction. The next regularly scheduled meeting will be held on October 18, 2016 in the Administration and Student Affairs building Board Room beginning at 11:30 am.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary