

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
November 15, 2016*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 15, 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
Paula Lampton
Gregory Snook
John Williamson

HCC Affiliates

David Bittorf - Acting Vice President, Administration and Finance
Stacey Crawford – Executive Director, College Advancement
Craig Fentress – Director, Information Technology
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Barbara Macht – Dean, Planning and Institutional Effectiveness
Jonathan Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti – Dean, Student Services
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
Victor Valencia - President, SGA
David Warner – Vice President, Academic Affairs

Call To Order

Chair Cushwa presided and convened the regular meeting at 11:33 am.

Closed Session

It was moved, seconded and approved to adjourn to closed session to discuss financial strategies.

Re-convene Open Session

Following adjournment of the closed session, Chair Cushwa re-convened the regular meeting at 1:26 pm. In closed session, the Trustees discussed two (2) financial matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, Gregory

Snook, and John Williamson. President Guy Altieri, Dean Barbara Macht, Director Jennifer Knight, and Acting Vice President David Bittorf were also present.

Approval of Minutes (October 18, 2016 Closed and Regular) (ACTION)

Mr. Snook moved to approve the minutes for the closed and open sessions for October 18, 2016 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Victor Valencia reported on current SGA events and those planned for the future.

Faculty Assembly

There was no report from Faculty Assembly at this meeting.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Academic Affairs, Student Services, Continuing Education and Workforce Development; and Planning, Institutional Research and Effectiveness.

National Council Licensure Examination (NCLEX) Pass Rates

HCC students continue to do very well on the NCLEX exams, keeping the College's pass rate very near the top in comparison to other area colleges.

Yale Drive Ribbon Cutting with the Hawk

HCC's iconic Hawk hitched a ride with the President on the Gator to attend the Yale Drive Ribbon Cutting.

Draft Agenda for Joint Meeting with Foundation Executive Committee December 15, 2015

President Altieri shared the draft agenda for the joint meeting with the Foundation Executive Board on December 20, 2016.

MACC October 2016 Board Meeting and the 2017 MACC Legislative Agenda

President Altieri and Trustee Williamson briefly discussed the recent MACC Board of Directors meeting and the legislative agenda for 2017.

MACC Trustee Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception will be held on January 23, 2017. The format will remain the same as previous years. Trustees who wish to attend are asked to inform the President's office, including breakout session choices, by January 6, 2017.

ITT Transfer Agreements

Seven colleges in Maryland have signed transfer agreements with MHEC for former ITT students, and Hagerstown Community College was one of the first to agree to the request from MHEC.

Pennsylvania Department of Education

The Pennsylvania Department of Education, following an appeal from HCC, has agreed to allow the College to continue to offer early college courses at Pennsylvania locations. A formal letter confirming this decision is expected in the next few weeks.

Monthly and Special Reports

Personnel Recommendations (ACTION) and Financial Report for the Period Ending October 31, 2016 (ACTION)

Mr. Snook moved to approve the personnel recommendations for November 2016 as submitted and the Financial Report for the period ending October 31, 2016 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Old Business

Fund Balance Designations (ACTION) and Revision of Policy 6039 Asset Capitalization and Inventory Control (ACTION)

Mr. Snook moved to approve both recommendations as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

New Business

FLSA Compliance for December 1, 2016

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

Adjournment

There being no further business or discussion, the meeting was adjourned at 2:30 pm. The next meeting will be held on December 20, 2016, in the Elliott Center, Rooms 211 & 213, immediately following the joint meeting with the Foundation Executive Committee.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary