

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
December 20, 2016*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 20, 2016, in the Elliott Conference Center at 1:30 PM. In attendance:

Board Members

Austin Abraham, Vice Chair
Guy Altieri, Secretary / President
Carolyn Brooks
Patricia Cushwa, Chair
Paula Lampton
L. William Proctor, Jr.
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
Julian Horton – Dean, Academic Services and Online Education
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Barbara Macht – Dean, Planning and Institutional Effectiveness
DJ Madron – Chair, Faculty Assembly
Stacey McGee—Assistant Professor, Business and Accounting
Jonathan Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti – Dean, Student Services
Theresa Shank – Dean, Continuing Education and Workforce Development
Meredith Sumner – Recording Secretary
David Warner – Vice President, Academic Affairs and Student Services

Call To Order

Chair Cushwa presided and convened the regular meeting at 2:08 pm.

Closed Session

It was moved by Austin Abraham, seconded by John Williamson 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 2:50 pm. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. President Altieri, Vice President Warner, Dean Macht, Director Knight, Director Kirkpatrick, and Acting Vice President Bittorf were also present.

Approval of Minutes (November 15, 2016 Closed and Regular) (ACTION)

Mr. Snook moved to approve the minutes for the closed and open sessions for November 15, 2016 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Faculty Assembly

Assistant Professor Madron reported on current topics in Faculty Assembly.

Student Government Association

There was no report from the SGA for this meeting.

President's Report

Board Briefing Summary

The President reviewed highlights in Student Services and Continuing Education and Workforce Development. May and December graduation dates will most likely continue to follow the same pattern as established this year.

The President briefly reviewed the following information pieces: 1) accreditation for the Emergency Medical Services-Paramedic Program; 2) Martin Luther King, Jr. Day of Diversity Celebration; 3) MACC Trustee Workshop and Legislative Reception; 4) Maryland state plan for post-secondary education; 5) FCC to offer associate degrees, and 6) Secretary Gill's visit to HCC.

Chair Cushwa exited the meeting at 2:55 pm. Vice Chair Abraham assumed chairmanship of the meeting.

Monthly and Special Reports

Personnel

Mr. Snook moved to approve the personnel report for December 2016 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Financial Report

Mr. Snook moved to approve the financial report as of November 30, 2016 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote. It was noted that revenue was lower than last year, largely attributed to the decline in enrollments.

Special Reports

Annual Governance Report

Dean Macht discussed the annual governance report, summarizing the structure of the governance model and the membership of the standing committees. The goal for the governance model is that members from all levels of the college community have an opportunity to provide input from the initial stages of the policy making process by serving on one of the governance committees. The Governance Council, chaired by the President, serves as the clearinghouse and directing body for the governance committees.

Presentation on Use of Open Education Resources (OER)

Vice President Warner discussed the Open Education Resources (OER) summary. He noted the faculty are very in-tune with textbook affordability for students. Assistant Professors McGee and Madron shared their OER experiences. HCC held a conference call with a group of faculty and staff at Northeast State Community College to discuss their initiative to use iPads for textbooks in the classroom. The group described the benefits and pitfalls associated with this program. HCC's Technology Council is considering piloting their program in the College's general studies courses.

Old Business

FLSA Adjustments Hold (ACTION)

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

Revision to Degree Types and Distribution of Credits Policy (ACTION)

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

Additional Remarks from Trustees

Trustee Williamson remarked that the December graduation turnout was exceptional. Trustee Snook asked about permanent directional signs for graduation. Dr. Altieri said that there is signage directing guests to pull off the route and view the College's posted campus maps. Permanent individual signs would be difficult since there are so many events. Trustee Abraham proposed a study.

Adjournment

There being no further business or discussion, the meeting was adjourned at 3:25 pm.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary