

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
January 24, 2017*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 24, 2017, 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
William Proctor
Gregory Snook
John Williamson

HCC Affiliates

Victor Valencia – President, Student Government Association
Khanh (Simon) Huynh – HCC Student, All USA Academic Team Nominee
Julian Horton – Dean, Academic Services and Online Education
David Bittorf – Vice President, Administration and Finance
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Barbara Macht – Dean, Planning and Institutional Effectiveness
Daniel Madron – Chair, Faculty Assembly
Christine Ohl-Gigliotti - Dean, Student Services
Jonathan Metcalf – Director, Facilities Management and Planning
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Workforce Development
Jennifer Szczesniak – Co-Advisor, Phi Theta Kappa
Kristin Pryor-Mauck – HCC Student, All USA Academic Team Nominee
David Warner – Vice President, Academic Affairs and Student Services
Ashley Whaley – Co-Advisor, Phi Theta Kappa

Call To Order

Chair Cushwa presided and convened the regular meeting at 11:35 am.

Motion to Adjourn to 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 1:09 pm. In closed session, the Trustees discussed three (3) issues concerning financial strategy. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri, Acting Vice President Bittorf, and Vice President Warner were also present for their respective topics of discussion.

Introduction of the All-Academic Team Nominees

Ashley Whaley, co-advisor for Phi Theta Kappa, introduced Khanh (Simon) Huynh and Kristin Pryor-Mauck, the student nominees for the All-Academic Team. Both students have already graduated from HCC, but are continuing with additional studies prior to transferring to four year institutions to further their studies.

Approval of Minutes (December 20 Joint, Regular, and Closed) (ACTION)

Ms. Brooks moved to approve the December 20, 2016 joint, regular, and closed meeting minutes as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

Victor reported on current and future activities for the SGA.

Faculty Assembly

Assistant Professor Madron reported on topics discussed at Faculty Assembly.

President's Report

Board Briefing Summary

The President reviewed highlights in Academic Affairs and Student Services.

State of the College 2017

President Altieri briefly discussed the highlights of the State of the College address presented to the college community at All College Colloquium on January 4, 2017.

MACC Updates

MACC Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception was held on January 23, 2017. Attending for HCC were President Altieri and Trustees Williamson and Lampton, who offered comments on the event.

MACC Student Advocacy Day

MACC Student Advocacy Day will be held on February 8, 2017. This event gives students an opportunity to interact with their local delegation and see state government in action.

Preliminary List of Board Retreat Topics, March 7, 2017, 8:30 am – 4:00 pm

President Altieri discussed the list of proposed Board retreat topics, as well as the presentation of the College's budget to the County Commissioners on that same day during lunch. Greg Snook suggested keeping the request short and to the point, and the need to develop relationships with the Commissioners and the senior staff. It was suggested that Jack Latimer and Bill Fritts be invited to attend the meeting with the Commissioners in order to represent the Foundation's commitment to the Promise Pathway Program.

Follow Up on the Promise Pathway Program Press Conference

Director Kirkpatrick discussed the proposed marketing plan for the Promise Pathway Program, which included HCC's Web page, written promotional materials, word-of-mouth, and media promotions. Promotions on local Channel 99 were also discussed.

Monthly and Special Reports

Personnel Recommendations for January 2017 (ACTION)

Mr. Abraham moved to approve the personnel recommendations for January 2017 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Financial Report as of December 31, 2016 (ACTION)

Chair Cushwa dispensed with the formal report. Mr. Snook moved to accept the financial report as of December 31, 2016 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Old Business

Funding Secured for Smart House and Student Center Parking Lot

There were no objections to moving forward with these projects.

Audit Committee Charter Review

Trustee Abraham briefly discussed his intent, as Chair of the Audit Committee, to review the College's Audit Committee Charter. Ms. Roulette will assist in collecting information from the Maryland sixteen community colleges. Recommendations will be brought to the full Board at a future meeting.

Audit Committee Meeting

President Altieri said the Audit Committee will meet to review the bid submittals for external auditor, with a recommendation to the full Board for approval at the February Board meeting.

New Business

FY17 Budget Adjustments (ACTION)

Mr. Abraham moved to approve the budget adjustments for FY17 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Program Open Space (POS)

President Altieri met with Jim Sterling with the County Board of Public Works, and Kevin Cerrone with Transit to discuss Program Open Space. HCC received funds for the soccer field this year, but will not have a submission for FY18. Mr. Snook said POS money comes from the transfer tax, and there is no guarantee how much of that money will come back from the state.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:36. The next regularly scheduled meeting will be held on Tuesday, February 21, 2017, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary