

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
February 21, 2017*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 21, 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
L. William Proctor, Jr.
Gregory Snook
John Williamson

HCC Affiliates – Business Session

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
Daniel Madron – Chair, Faculty Assembly
Jonathan Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti – Dean, Student Services
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Workforce Development

Call To Order

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

Motion to Adjourn to Closed Session

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

Re-convene Open Session

Following adjournment of the closed session, Chair Cushwa re-convened the regular meeting at 1:17 pm. In closed session, the Trustees discussed two (2) matters of 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, Vice President David Warner, Acting Vice President David Bittorf, Director Jennifer Knight, Manager Fonda Franklin; and Mike Coan and Brad Leddon from PSA Insurance and Financial Services were also present for their respective agenda topics.

Approval of Minutes (January 24 Regular, and Closed) (ACTION)

Mr. Williamson moved to approve the January 24, 2017 regular and closed meeting minutes as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

SGA President, Victor Valencia, was joined by HCC student Jennifer Benson, to discuss Student Advocacy Day. Ms. Benson emphasized the need for better transportation to the College.

Faculty Assembly

Assistant Professor Madron reported on discussion topics in faculty assembly.

President's Report

Board Briefing Summary

The President reviewed highlights in Student Services, Academic Affairs, Continuing Education and Workforce Development, Public Information and Government Relations, and Planning and Institutional Effectiveness.

Accreditation for the EMS Programs

President Altieri summarized a letter from the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) following their on-site visit June 6-7, 2016. The entire accreditation record will be reviewed at the May 5 meeting, with final accreditation recommendation to the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

DBM Approval for the SMART House, Part I and II; and the Student Center Parking Lot

Formal approval for the SMART House, Part I and II; and the Student Center Parking Lot was received from the Department of Budget and Management (DBM).

“President paid \$25 million to settle Trump U cases”

President Altieri referenced an article stating that President Trump paid \$25 million dollars prior to his inauguration to settle three lawsuits against Trump University.

WCPS and HCC Joint Programs Continue to Succeed

President Altieri shared a chart showing high school student dual enrollment participation rate by county. Of the 24 counties, Washington County was at 15% in headcount for 2014 – 2015, and led all counties in participation at 30%.

Monthly and Special Reports

Personnel Recommendations for February 2017(ACTION)

Mr. Proctor moved to approve the personnel recommendations for February 2017as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of January 31, 2017(ACTION)

Chair Cushwa dispensed with a formal report. Mr. Abraham moved to accept the financial report as of January 31, 2017 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Facilities Master Plan 2015-2025

Dean Macht briefly discussed the Facilities Master Plan for 2015 – 2025, submitted to MHEC on January 30, 2017. Renovation of the TIC will be the College’s next project.

Campus Signage

Director Metcalf discussed campus signage, including current signage, short term plans, and longer range plans based on funds available. The placement and wording on signs takes into account driver ease of use and safety. Signage on Yale Drive will be coordinated with the County.

Update on Middle College and Enrollments for Fall 2017

Coordinator Teresa Thorn discussed the STEMM Middle College and enrollments for fall. Seven students have been accepted early for the fall semester, representing five different high schools; while 43 students are actively in various stages of the application process. Thirty-six students are currently enrolled, with ten graduating in May.

Old Business

Enrollment Management Calendar

Vice President Warner discussed the design of the enrollment management calendar, which is a twelve month calendar divided into four and/or five week periods without actual dates, but with designations Week One, Week Two, etc. The calendar includes activities occurring regularly during specific weeks of the year, and will act as a roadmap for enrollment work, as well as a tool for orienting new employees.

Draft Agenda for the March 7 Trustee Retreat

The Board reviewed the proposed agenda for the Board of Trustees retreat on March 7. No additions or revisions were requested.

New Business

FY18 State Funding for HCC

President Altieri briefly discussed the state funding for FY18. The 2018 state aid allocation for community colleges provides a total of \$235.5 million, which is a .5% increase over last year. In addition, a one-time grant of \$4 million will be distributed on an FTE allocation to those community colleges that hold their tuition increases to 2% or below.

External Auditor Recommendation

Based on review of RFP submittals from six firms, the Audit Committee recommended that Clifton Larson Allen LLP be appointed external auditors beginning with fiscal year 2017. Mr. Abraham moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Support for the Foundation Audit Expense

Since the cost for the Foundation audit would be approximately \$3,000 more with Clifton Larson Allen than with the previous auditors, Albright Crumbacker Moul and Itell, Ms. Lampton moved to approve the administration transferring \$3,000 annually to the Foundation to cover the extra expense. Mr. Williamson seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:56 pm.

The next regularly scheduled meeting will be held on Tuesday, March 21, 2017, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Guy Altieri". The signature is written in a cursive style with a large, stylized initial "G".

Guy Altieri, Ed.D.
President/Secretary