

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
March 21, 2017*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 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  
Patricia Cushwa, Chair  
Paula Lampton  
William Proctor  
Gregory Snook  
John Williamson

HCC Affiliates

David Bittorf – Acting Vice President, Administration and Finance  
Stacey Crawford – Executive Director, College Advancement  
Julian Horton – Dean, Academic Services and Online Education  
Elizabeth Kirkpatrick – Director, Public Information / Government Relations  
Jennifer Knight – Director, Human Resources  
Barbara Macht – Dean, Planning & Institutional Effectiveness  
Daniel Madron – Chair, Faculty Assembly  
Jonathan Metcalf – Director, Facilities Management and Planning  
Christine Ohl-Gigliotti – Dean of Student Services  
Barbara Roulette – Recording Secretary  
Theresa Shank – Dean, Continuing Education and Workforce Development  
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 11:37 am.

**Motion to Adjourn to Closed Session**

It was moved, seconded, and approved to adjourn to closed session to discuss financial strategies related to the FY18 budget.

### **Re-convene Open Session**

Following adjournment of the closed session, Chair Cushwa re-convened the open session at 1:17 pm. In closed session the Board discussed five (5) financial strategies related to the FY18 budget. Present during closed session were Trustees Austin Abraham, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. Also present were President Guy Altieri, Acting Vice President David Bittorf and Director Jennifer Knight.

### **Approval of Minutes (February 21, 2017 and March 7, 2017) (ACTION)**

Trustee Abraham had one correction to the February 21, 2017, open meeting minutes. Mr. Snook moved to approve the February 21, 2017 regular meeting minutes as amended; and the closed session minutes for February 21, 2017, and the joint meeting minutes for March 7, 2017, as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

### **Reports from Campus Groups**

#### ***Student Government Association***

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

#### ***Faculty Assembly***

Assistant Professor Madron discussed a change in the Honors Program and announced that Assistant Professor Paula Kessler has been selected as Faculty of the Year for 2017. She will be the faculty speaker for Honors Convocation.

### **President's Report**

#### ***Board Briefing Summary***

President Altieri highlighted Academic Affairs and Student Services.

#### ***Foundation Tribute, April 7, 6:00 pm in the ARCC***

All were reminded of the important Foundation Tribute fundraiser, hosted by Tom Newcomer, on April 7, 2017, 6:00 pm in the ARCC.

#### ***MACC Capital Prioritization Committee Recommendations***

President Altieri discussed the recommended changes by the MACC Capital Prioritization Committee and what it could mean going forward. The larger colleges proposed the number of projects for each college should be determined by campuses, not colleges. A committee, which was established to study the matter, has suggested that the number of projects be determined by total square footage. The presidents will conduct a vote.

***Trustee Proctor exited the meeting at 2:00 pm***

***Meeting with the Mayors, Proposed Dates May 15 or 17, 6:00 pm***

President Altieri proposed a dinner meeting with the mayors on May 15 or 17 at 6:00 pm to provide an overview of new programs and opportunities at HCC. The trustees were asked to check availability for these two dates in order that several might attend. The dates have not yet been given to the mayors.

***“Study shows widespread food and housing insecurity for students”***

President Altieri briefly referenced the article in discussing the difficulty some students have in securing enough money to eat lunch on campus, especially FARM students who normally would have lunch provided by WCPS. As the Promise Pathway Program continues to move forward, food and transportation for FARM students are important considerations for student success.

### **Monthly and Special Reports**

***Personnel Recommendations for March 2017 and Financial Report as of February 28, 2017 (ACTION)***

Mr. Snook moved to approve the personnel recommendations for March 2017 and the financial report as of February 28, 2017, as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

***Annual Online Education Report***

Dean Horton discussed the annual online education report. Online credits are increasing in both headcount and credits. A number of programs are available completely online, while others are available 75% online. In addition to credit offerings, continuing education online registrations for Certifications and Licensure has grown by 40 students. Credit by exam, credit for prior learning including military experience; current work place learning, and increased student services were some of the areas cited for improving online education.

### **New Business**

***Credit Tuition for FY18, Credit Tuition for FY18 for Neighboring States, Continuing Education Tuition and Fees for FY18, and Student and Community Fee Schedule for FY18 (ACTION)***

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

***New and Revised Academic Programs (ACTION)***

Vice President Warner discussed new programs in Environmental Studies and in Health Information Management; and the modification of programs in Pre-Engineering and a Certificate in Certified Pharmacy Technician. Mr. Snook moved to approve the recommendations as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

**Adjourn**

There being no further business or discussion, the regular meeting was adjourned at 3:07 pm. The next regularly scheduled meeting will be held on Tuesday, April 18, 2017, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary