

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
April 18, 2017*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 18, 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  
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  
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

Guests

Bernard Sadusky – Executive Director, Maryland Association of Community Colleges

**Call To Order**

Chair Cushwa presided and convened the regular meeting at 11:31 am.

**Consider a Motion to Adjourn to Closed Session**

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

### **Re-Convene Open Session**

Following adjournment of the closed session, Chair Cushwa re-convened the regular meeting at 1:35 pm. In closed session, the Trustees discussed four (4) matters pertaining to financial strategy related to the FY18 budget. 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 Director Knight were also present.

### **MACC Legislative Accomplishments for FY17 and Plans for 2018**

Dr. Bernard Sadusky discussed the legislative session for 2017, the bills pertinent to community colleges that passed, those that failed but are expected to resurface next year. Among those mentioned were the small college funding bill, which was passed and signed by the governor on April 18; the border state tuition bill, which passed without opposition; the sick leave bill, which, even though passed, will be vetoed by the governor, and most likely have the veto overridden. The veto override would take place between January 1 and 15 of the 2018 legislative session. This bill would adversely affect those colleges and employers who have large numbers of part-time employees. Looking forward to 2018, some form of a free tuition bill will most likely surface, along with the marijuana bill and the weapons on campus bill, which failed to pass this year.

### **Approval of Minutes (March 21, 2017 Open and Closed) (ACTION)**

Mr. Snook moved to approve the open and closed meeting minutes for March 21, 2017 as submitted. Ms. Lampton 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 was called away from the meeting to attend to student matters, so there was no report for Faculty Assembly.

### **President's Report**

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

President Altieri summarized events in Academic Affairs, Student Services, Planning and Institutional Effectiveness, and Continuing Education and Workforce Development.

### ***Update on Ad Hoc Promise Pathway Program Study Group***

President Altieri summarized the recent meeting of the Promise Pathway Program Study Group. He said they will look at graduates this year for possible candidates for this program. The first bridge program will be held this summer.

***Trustee Snook exited the meeting at 2:35 pm.***

### ***Meeting with New WCPS Superintendent, Boyd Michael, and Peggy Pugh***

President Altieri met with Washington County Public Schools Superintendent, Boyd Michael, and Peggy Pugh, Associate Superintendent for Curriculum & Instruction. They were joined by a number of Middle College students who shared their experiences at HCC.

### ***Meetings with the New County Administrator, Rob Slocum***

President Altieri has met on several occasions with new County Administrator, Rob Slocum, and feels the meetings have been positive and productive.

### ***Cascade Town Centre***

President Altieri briefly discussed the proposed Cascade Town Centre, the former Ft. Ritchie property. According to a County press release in December 2016, an integrative medicine group will occupy existing space during the first quarter of 2017, with a soybean and natural food manufacturer joining them by the second quarter of 2017. President Altieri said that it was doubtful that these two endeavors would result in a significant increase in well-paying jobs for the region.

### ***Learning Support Centers Wins CCA Award in the Instructional Program Category***

The Learning Support Center has won the Community Colleges of Appalachia (CCA) award in the Instructional Program category. The presentation of the award will take place at the CCA annual convention in June.

### ***S-STEM II Grant***

A summary of the S-STEM II grant proposal was provided to the trustees as an informational piece.

### ***Enrollment Report for Fall 2017***

President Altieri briefly discussed the enrollment report for fall 2017, saying that the trend is moving upward, with a 5.7% increase in headcount and a 9.5% increase in FTE.

***Meeting with the Mayors, May 17, 2017, 6:00 pm, ASA Board Room***

The mayors from the nine municipalities have been invited to a dinner meeting on May 17 at 6:00 pm in the ASA Board Room. To date, five mayors have accepted the invitation. They were asked to respond by May 1.

***RSVP for Year End Activities***

RSVP sheets for the year end activities were distributed to those trustees who had not yet responded. Trustees were asked to return the sheets to the President's office by May 1 so that the various coordinating groups on campus could finalize seating plans and programs.

**Monthly and Special Reports**

***Personnel Recommendations for April 2017 (ACTION)***

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

***Financial Report as of March 31, 2017 (ACTION)***

Chair Cushwa dispensed with a formal verbal report. Ms. Brooks moved to accept the Financial Report as of March 31, 2017 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

***Annual Continuing Education and Workforce Development Report***

Dean Shank reported on Continuing Education and Workforce Development, discussing program areas, FTE and its calculation, contract training, community partners, and grants. The department continues to gauge the needs of regional employers and the community, providing diverse programs, training opportunities, and special interest topics to appeal to a broad audience.

***Report on the Financial Needs for Pell Grant Students***

Dr. Altieri briefly discussed a report on the financial needs for Pell grant students. The PowerPoint had been prepared for President's Altieri's meeting with WCPS Superintendent Michael to explain the limitations and gaps that exist in Pell, and the extent to which Pell recipients need additional financial assistance.

## **Old Business**

### ***Revision of Academic Calendar for FY18 (ACTION)***

The revised Academic Calendar for FY18 corrected the year-end activity dates and added dates for spring and fall open houses. Mr. Abraham moved to approve the revised calendar as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

## **New Business**

### ***Employee Benefit Costs for FY18 (ACTION)***

The administration recommended that the employees' share of premiums for health care costs for FY18 be increased approximately 10% to keep pace with rising costs. Ms. Brooks moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

### ***Funding Other Post-Employment Benefits (OPEB) (ACTION)***

Other Post-Employment Benefits (OPEB) for the College is the cost of health benefits that are offered to retirees. Acting Vice President Bittorf discussed Governmental Accounting Standards Board (GASB) Statement 75, which no longer allows for the amortization of OPEB liability over 20 years. The College currently has an OPEB Trust, and could choose to either keep the additional liability as unfunded on the balance sheet, or fully fund the Trust. The administration recommended fully funding the OPEB liability during FY17. Mr. Abraham moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. Mr. Proctor asked that the minutes reflect his agreement on this issue.

### ***May Candidates for Certificates and Degrees (ACTION)***

Ms. Brooks moved to approve May Candidates for College Certificates and Degrees as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

## **Adjournment**

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

The next regularly scheduled meeting will be held on Tuesday, May 23, 2017, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr