

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
May 23, 2017***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 23, 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

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
Channa Luke – President-elect, SGA
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 for Academic Affairs and Student Services

Call To Order

Chair Cushwa presided and convened the regular meeting at 11:34 am.

Consider a Motion to Adjourn to Closed Session

Mr. Snook moved to adjourn to closed session to discuss personnel compensation and promotion, and funding strategies. Ms. Brooks seconded, and the motion carried by unanimous vote.

Re-Convene Open Session

Following adjournment of the closed session, Chair Cushwa re-convened the regular meeting at 1:20 pm. In closed session, the Trustees discussed two (2) personnel matters dealing with individual promotion and reclassification, and two (2) matters pertaining to funding. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, L. William Proctor, Jr., Gregory Snook, and John Williamson. President Guy Altieri, Acting Vice President Bittorf, Vice President Warner, and Director Knight were also present.

Approval of Minutes (April 18, 2017) (ACTION)

Mr. Snook moved to approve the meeting minutes for April 18, 2017 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Outgoing President Valencia and Incoming President Channa Luke discussed recent SGA events. The newly elected SGA officers will be introduced at the September meeting.

Faculty Assembly

Assistant Professor Madron discussed topics related to the faculty.

President's Report

Board Briefing Summary

President Altieri summarized events in Academic Affairs, Student Services, Continuing Education and Business Services, and Public Information and Government Relations.

Re-cap of Year End Celebratory Activities

President Altieri reviewed the year end activities for 2017 and thanked the trustees for their participation in these important events. Total attendance for all events was 4,174. Mr. Snook suggested that graduation speeches for all but the student speakers be shortened in the future. Mr. Williamson felt that if the speeches were shortened by twenty minutes, they would be better received. Chair Cushwa suggested dividing attendance of the trustees across all events, but Ms. Brooks felt that since there was no penalty imposed for non-attendance, trustees should be allowed to continue to attend whichever events they choose.

MACC Board of Directors' Meeting June 21, 2017

The MACC Board of Directors meeting will be held on June 21, 2017. President Altieri and Trustee Williamson will attend.

President's Academy Summer Institute (PASI) Survey

President Altieri referenced the AACC survey that had been forwarded from MACC and in turn forwarded to trustees for completion. Since the survey used an open ended question format, data would have been extremely difficult to assess and compare.

Platforms for Advanced Wireless Research (PAWR) Grant

President Altieri briefly discussed the Platforms for Advanced Wireless Research (PAWR) Grant, which James Herbert is spearheading. College representatives met with Mr. Herbert to discuss the possibilities. This grant requires that a research university be involved, as well, and the University of Maryland College Park and Johns Hopkins are the targeted participants. The application submission deadline is June 8.

CBES Project Submittal to the State

The project for renovating the Technical Innovation Center to transform it into the Center for Business and Entrepreneurial Studies was submitted to the state for CIP funding.

Proposed Board Meeting Dates for FY18

The Board reviewed the proposed Board meeting dates for FY18. President Altieri pointed out that the Board Retreat is scheduled for March 6, 2018, and several meetings are scheduled for the fourth Tuesday of the month in order to avoid schedule conflicts with other events. Final action on the meeting dates for FY18 will be taken at the June 23, 2017 meeting.

Monthly and Special Reports

Personnel Recommendations for May 2017 (ACTION)

Mr. Abraham moved to approve the personnel recommendations for May 2017. Mr. Proctor seconded, and the motion carried by unanimous vote.

Financial Report as of April 30, 2017 (ACTION)

Mr. Abraham moved to approve the financial report as of April 30, 2017 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Projects with State and National Government Elected Officials

President Altieri recently met with Senator Van Hollen, who replaced Senator Mikulski in the U.S. Senate. Senator Van Hollen was impressed with all the Middle College students who joined the meeting. President Altieri proposed a plan for federal funding for a Promise Pathway Program by way of Perkins. MACC is also discussing Dr. Altieri's proposal.

Old Business

FY18 Plan and Operating Budget (ACTION)

Acting Vice President Bittorf briefly discussed the FY18 Plan and Operating Budget. Mr. Proctor moved to approve as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Fund Balance Designations for FY17 (ACTION)

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

Salary Adjustments for FY18 (ACTION)

A salary adjustment of 3% to midpoint was recommended, with no adjustment to salary scales. Mr. Snook moved to approve as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Audit Committee Charter Revision (ACTION)

Ms. Brooks moved to approve the revisions to the Audit Committee Charter as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Board of Trustees Bylaw Revision (ACTION)

Ms. Lampton moved to approve the revisions to the Bylaws as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

FY18 Pay Rate Schedule for Temporary and/or Grant-funded Positions and Approved Stipends; Staff Reclassification for FY18; and Faculty Promotions, Tenure, and Re-grading of Positions for FY18 (ACTION)

Mr. Snook moved to approve the three recommendations 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 2:38 pm.

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

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr