

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
November 21, 2017***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 21, 2017, in the Administration and Student Affairs Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham, Chair
Guy Altieri, Secretary / President
Carolyn Brooks
Paula Lampton
L. William Proctor, Jr.
Gregory Snook
John Williamson, Vice Chair

HCC Affiliates

Lee Allard – Dean, Planning and Institutional Effectiveness
Stacey Crawford – Executive Director, College Advancement
Craig Fentress – Director, Information Technology
Trevor Jackson - Vice President, Administration and Finance
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Channa Luke - President, SGA
Jonathan Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti – Dean, Student Services
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
David Warner – Vice President, Academic Affairs

Call To Order

Chair Abraham presided and convened the regular meeting at 1:12 pm.

Special Meeting (October 26, 2017)

The Trustees met solely to convene in closed session under General Provisions Article 3-305(b)(1). The Board reviewed personnel matters affecting specific individuals over whom the Board has jurisdiction. Present during closed session were trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson.

Special Meeting (November 10, 2017)

The Trustees met solely to convene in closed session under General Provisions Article 3-305(b)(1) and Article 3-305(b)(14). The Board reviewed potential appointments to a presidential search committee, candidates for college leadership positions, and discussed the contents of a bid proposal for presidential search services. Present during closed session were trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson.

Approval of Minutes (First Closed Session and Regular Session for October 17, 2017) **(ACTION)**

Mr. Proctor moved to approve the minutes for the first closed session and the open session for October 17, 2017 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Owen Powell, Treasurer, reported on current SGA events and those planned for the future.

Faculty Assembly

Associate Professor Madron said that the major topics for faculty are shared governance, safety and security, and FLPTC III. A number of these topics will be workshop agenda topics in January.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Academic Affairs, Student Services, Continuing Education and Workforce Development, Planning Institutional Effectiveness, and Office of the President.

Draft Agenda for Joint Meeting with Foundation Executive Committee December 19, 2017

President Altieri shared the draft agenda for the joint meeting with the Foundation Executive Board on December 19, 2017. There were no suggested revisions to content. President Altieri said he wants to focus the meeting on the Promise Program.

MACC October 2017 Board Meeting

President Altieri and Trustee Williamson briefly discussed the recent MACC Board of Directors meeting and the legislative agenda for 2018.

MACC Trustee Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception will be held on January 22, 2018. The format has changed slightly and will not include breakout sessions. Trustees who wish to attend are asked to inform the President's office by January 5, 2018.

Nora Roberts Foundation

President Altieri said that the College has submitted an application to the Nora Roberts Foundation for a grant that would help Promise students majoring in English, Humanities, and the Arts.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report for the Period Ending October 31, 2017 (ACTION)

Vice President Jackson briefly discussed the financial report as of October 31, 2017. Chair Abraham asked that the June financial report be made available to the trustees. Since the Board does not meet in July and August, in the past, the Board has seen the financials for May at the June meeting, and then the financials for August at the September meeting. Mr. Snook moved to accept the financial report as of October 31, 2017 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Student Behavioral Intervention System (BIT)

Dean Ohl-Gigliotti discussed the student Behavioral Intervention System, which serves as a resource for students beyond academics. Common areas of support are housing, depression, domestic abuse, need for personal counseling, and similar issues. Dean Ohl-Gigliotti distributed a number of representative case studies as illustrations of the BIT team's work.

Student Financial Aid Default Rate

Dean Ohl-Gigliotti discussed the College's student financial aid default rate, which is currently at 19.5%, a substantial increase from the previous year's 16.2% rate. This topic is a major goal for the new director of financial aid, Charles Scheetz. The employee whose position deals with the default rate was upgraded from a part-time non-exempt support staff position to an exempt staff counselor position, and the new hire has become proactive in working with former students who appear on the Department of Education's monthly delinquent borrowers list. With this and a number of other initiatives, it is anticipated that HCC's default rate will trend down to a more acceptable level.

Accreditation Commission for Education in Nursing (ACEN)

Vice President Warner discussed the site team visit from the Accreditation Commission for Education in Nursing. Referencing the team report and HCC's response, Vice President Warner pointed out that while the College could have been better prepared, most if not all of the six standards had been met, but some were not in a format or a place that the site team found acceptable. The ACEN review board will make a final decision based on the team's report and HCC's response. The worst-case scenario is that the program's accreditation would continue uninterrupted, and HCC would be required to submit an additional report.

Old Business

CCBC Proposal to Offer Baccalaureate Degrees

President Altieri and Vice President Warner briefly discussed the Community College of Baltimore County's proposal to offer baccalaureate degrees in specific fields. President Altieri said he sees this as the future trend.

New Business

December Candidates for Certificates and Degrees (ACTION)

Mr. Snook moved to approve the December candidates for certificates and degrees as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Capital Funding and Reserve Designations (ACTION)

Mr. Proctor moved to approve the Capital Funding and Reserve Designations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Presidential Search Screening Committee (ACTION)

Mr. Snook moved that the Board of Trustees begin the search for the college's 4th president and to that end form a Presidential Search Screening Committee to assist the Board in the process of developing a presidential profile, and recruiting and screening candidates, with the purpose of presenting a list of finalists to the Board for review and ultimate selection of the next president. The committee will be comprised of the following:

- 3 Trustees
- 2 Faculty
- 2 Administrators
- 1 Non-exempt employee
- 1 Foundation Board member
- 1 Chamber of Commerce representative
- 1 WCPS representative
- 1 County representative

And that the trustees on the committee be Carolyn Brooks, Greg Snook and John Williamson, with Trustee Brooks serving as Chair of the committee. Mr. Proctor seconded, and the motion carried by unanimous vote.

Comprehensive Executive Search Consulting Services (ACTION)

Mr. Snook moved that the Board of Trustees engage the Association of Community College Trustees, of which we are members, for their comprehensive executive search services at a projected cost of \$35,000 plus expenses, and that the Board Chairperson be authorized to execute a contract with ACCT for this purpose. Mr. Proctor seconded, and the motion carried by unanimous vote.

Interim President (ACTION)

Ms. Lampton moved that the Board of Trustees convey the title of Interim President to Dr. David Warner, to be added to his current title, beginning January 1, 2018, serving at the pleasure of the Board, and serving in this additional role until a permanent president is installed, serving with all the duties and authority of president of the college; and that the Chairperson of the Board be authorized to negotiate contract terms with Dr. Warner. Mr. Proctor seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the meeting was adjourned at 2:33 pm. The next meeting will be held on December 19, 2017, in the Elliott Center, Rooms 211 & 213, immediately following the joint meeting with the Foundation Executive Committee.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary