

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
June 17, 2008*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 17, 2008, in the Administration and Student Affairs Board Room, beginning at 12:00 noon. In attendance:

Board Members

Austin S. Abraham, Trustee Appointee  
Guy Altieri, Secretary / President  
Carolyn W. Brooks, Vice-Chair  
Patricia K. Cushwa  
Anton T. Dahbura, Chair  
Merle S. Elliott  
Margaret E. Hetzer  
Richard W. Phoebus  
Gregory I. Snook

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Xiaschu Hu (Sherrie) – Treasurer, SGA  
Judy Kofoet – Coordinator, Campus Volunteers  
Barbara Macht – Dean, Planning and Institutional Effectiveness  
Donna Marriott - Director, Human Resources  
Shawayna Morel – Vice President, SGA  
Judith Oleks – Vice President, Academic Affairs  
Joyce Ott – Alumni Association  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean, Student Affairs  
Dianna Sharpe – Freshman Senator, SGA  
Lisa Stewart – Coordinator, Alumni Association  
Kathy Stiles – President, Alumni Association  
Elizabeth Stull – Director, Public Information / Government Relations  
Veronica Wheeler – Sophomore Senator, SGA

**Call To Order**

Chair Dahbura presided and convened the regular meeting at 12:01 pm.

### **Adjourn to Closed Session**

It was moved, seconded, and unanimously approved to adjourn to closed session to discuss personnel issues and exercise executive function privilege.

### **Re-convene Regular Session**

Following adjournment of the closed session, Chair Dahbura re-convened the regular meeting at 1:30 pm. In closed session, the Trustees discussed one (1) personnel matter relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction. Present during closed session were Trustees Carolyn Brooks, Patricia Cushwa, Anton Dahbura, Merle Elliott, Richard Phoebus, and Gregory Snook. President Altieri was also present.

### **Approval of Minutes (May 20, 2008 Closed and Regular) (ACTION)**

Mr. Snook moved to approve the May 20, 2008 closed and regular meeting minutes as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

### **Report from Campus Groups**

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

There was no representative from Faculty Assembly present at the meeting.

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

Dean Rudy introduced the SGA officers for FY09: Shawayna Morel, Vice President; Xiaschu Hu (aka Sherrie), Treasurer; Veronica Wheeler, Sophomore Senator; and Dianna Sharpe, Freshman Senator. Andrew Smith, President, and Cassandra Burton, Secretary, were not in attendance.

### **Special Presentation by the Alumni Association**

On behalf of the Alumni Association, Kathy Stiles, Judy Kofot, Joyce Ott, and Lisa Stewart presented to the College the final payment for the Amphitheater in the amount of \$88,151.56.

### **President's Report**

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

President Altieri briefly reviewed Student Recruitment and Enrollments/Student Activities and Services and Credit Curriculum Development and Teaching and Learning Matters. The College's sports teams have been very successful this year. Congratulations to Bo Myers and Dean Rudy for their leadership.

### ***Summer 2008 Enrollment Report***

Summer enrollments were very strong with an 11.8% increase in total headcount, and a 10.6% increase in total FTE compared to the same time last year.

### ***MACC 2008 Annual Report and Legislative Session Wrap Up Report***

President Altieri briefly discussed the MACC Annual Report and Legislative Session Wrap Up Report. Some of the major highlights of the legislative session included: (1) a net increase of 8.4% on the Cade Fund Formula over FY2008, (2) the Governor's capital budget allowance for community colleges of \$81 million was maintained by the legislature, and (3) the responsibility for Adult Basic Education was transferred from the State Department of Education (MSDE) to the Department of Labor Licensing and Regulation (DLLR).

### ***SGA Retreat***

President Altieri discussed the annual SGA retreat, which was held at Rocky Gap Resort on May 30, 2008. The incoming and outgoing officers and the Student Activities Coordinator spent a weekend exchanging ideas and experiences and began drafting a plan for the coming year's activities. Dean Rudy and President Altieri joined the group one evening to conduct leadership discussions and activities.

### ***HCC's Pi Theta Chapter of Phi Theta Kappa***

President Altieri announced that HCC's Pi Theta Chapter of Phi Theta Kappa was named a "3 Star Chapter" based on its successful attainment of goals as presented in the society's development program. Congratulations to co-advisors Jennifer Eckinrode and Lori Spessard.

### ***BRAC First Round Project Awards***

President Altieri discussed the possibility of receiving grant funds to further the College's biotechnology initiative through BRAC funding. While HCC did not receive funds in the first round awards, the Administration remained hopeful about future awards. Most wet labs in the TIC addition have been rented and inquiries of interest remain steady. Full rental is expected by fall 2008.

### ***Maryland Economic Development Association (MEDA) Recognizes Trustee Elliott***

The third annual MEDA Economic Development Awards were presented at the 2008 MEDA Annual Conference, held June 1-3 at the Hyatt Regency Chesapeake Bay in Cambridge. The awards recognized outstanding efforts to attract new businesses, assist existing businesses, re-develop business districts, market communities, and support workforce development initiatives, tourism activities, and agricultural programs.

Trustee Elliott received the Volunteer of the Year award. As Chairman of the Board of the Hagerstown-Washington County Industrial Foundation, Mr. Elliott was instrumental in developing the county's first business parks, attracting Citicorp to Washington County, and tackling projects that private developers considered too risky. Congratulations to Trustee Elliott on his receipt of this prestigious award.

### **Monthly and Special Reports**

#### ***Financial Report as of May 31, 2008 (ACTION)***

Vice President Barker reported total revenue for the reporting period was \$26.5 million or 99% of the budget. FY08 revenue exceeded FY07 by \$2.6 million due largely to the timing of government appropriations. Total expenses were \$21.3 million or 79% of the budget. Total revenue over expense was \$5.3 million, compared to \$4.8 million in FY07. For Auxiliary Services, Vice President Barker reported that the Bookstore showed an income of \$222,000, Child Care showed a loss of \$44,000, Food Service showed a loss of \$54,000, and the TIC showed an income of \$12,000, for a net income of \$136,000 for Auxiliary Services.

Mr. Elliott moved to accept the financial report as of May 31, 2008 as submitted. Ms. Cushwa seconded, and the motion carried unanimously.

#### ***Personnel Recommendations for June 2008 (ACTION)***

Ms. Marriott reported that two regular staff and credit faculty, four temporary staff, five part-time faculty credit, and seven part-time faculty non-credit were recommended for hire. One employee voluntarily left the College. Ms. Brooks moved to approve the personnel recommendations for June 2008 as submitted. Mr. Elliott seconded, and the motion carried unanimously.

#### ***Extension of President Altieri's Contract (ACTION)***

Based on the Board's thorough review of President Altieri's performance and the success of the College under his leadership since 2002, Mr. Elliott moved to extend his current contract through June of 2012. Mr. Phoebus seconded, and the motion carried by unanimous vote.

### **Old Business**

#### ***Finalize Board Meeting Dates for FY09 (ACTION)***

Ms. Brooks moved to approve the Board meeting dates for FY09 as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

***Credit for Life Experience Policy – Revised (ACTION)***

Vice President Oleks said that the recommended policy had been revised to include the following sentence in number 2, “Credit will be granted following a prescribed college-wide procedure as determined by the Vice President of Academic Affairs and faculty and endorsed by the College President.” Mr. Phoebus moved to approve the policy as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote. Trustee Cushwa said that Hood College has an excellent portfolio assessment program that the Administration might want to review.

**New Business**

***End of Year Budget Transfers for FY08 (ACTION)***

Vice President Barker said the following adjustments to revenue for the FY08 budget were recommended: (1) a net tuition increase of \$23,000, (2) a net fee increase of \$70,000, and (3) a net interest income decrease of \$36,000. Recommended adjustments to expenditures for the FY08 budget were: (1) a net increase of \$20,000 to utilities, and (2) a net increase of \$37,000 to athletic travel, which was due to the unprecedented success of numerous athletic teams who traveled to tournament play. Alternative methods of financing athletic travel, such as designating a portion of contingency, or holding fundraisers to raise money for athletic scholarships and travel, are being considered. Mr. Elliott moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

***FY08 Fund Balance Designations (ACTION)***

Vice President Barker said that an increase of the General Fund Balance designation in the amount of \$136,513 to \$2,390,846 was recommended to cover the following: (1) equipment purchases for the renovated Career Programs Building (\$912,116), (2) the difference between the expected and maximum health care costs (\$538,730), (3) anticipated change orders related to the renovation of the Career Programs Buildings (\$440,000), and (4) funds to address campus parking/roads needs (\$500,000). Mr. Snook suggested a Fund Balance designation for both capital and operating expense. Mr. Elliott asked that this topic be referred to the Audit Committee for discussion at the next meeting, which Mr. Snook is invited to attend. Ms. Cushwa moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

***MHEC Performance Accountability Report (ACTION)***

Dean Macht briefly discussed the MHEC Performance Accountability Report. Ms. Macht pointed out that only students transferring to University System of Maryland institutions were reportable, so the HCC students who transferred to colleges in West Virginia and Pennsylvania were not able to be counted in this report. The Board recommended that the benchmarks for number 10 (Successful-persistor rate after four years), and number 11 (Graduation-transfer rate after four years) be revised downward to more closely align with the College’s reportable data.

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

***Approval of Architectural Selection for Arts and Sciences Complex (ACTION)***

President Altieri said that of the sixty-five architectural firms who requested further information on the Arts and Sciences Complex, twenty-nine submitted applications for consideration. The ad hoc Arts and Sciences Screening Committee, comprised of Mr. Phoebus, Mr. Snook, Mr. Struntz, and President Altieri, identified the strongest firms for in-person interviews. A total of nine firms were interviewed, from which three firms were identified as the best qualified and best prepared to address the unique features of this project. Therefore, it was recommended that the Board approve the following:

1. The recommended ranking by the Selection Committee of the three Architect/Engineer finalists, in the following order:
  - (1) Cho Benn Holback & Associates, Inc.
  - (2) CSD Architects
  - (3) Murphy & Dittenhafer, Inc.
2. The administration begin fee negotiations with the first ranked firm
3. The administration finalize a contract with one of these three firms, proceeding in rank order as recommended by the Selection Committee, that includes total design and engineering fees not to exceed the approved budget for these services.

Mr. Elliott moved to approve the recommendation with a revision to number 3, so that it would read...”The administration finalize items and language in a contract with one of these three firms...,” and with the stipulation that the Board would have final approval of the negotiated contract. Mr. Phoebus seconded, and the motion was carried by unanimous vote as amended. Since the next regularly scheduled Board meeting is September 23, 2008, Chair Dahbura suggested e-mail communication with the Board throughout the negotiation process and for final approval of the contract.

***Board Re-organization Topics (ACTION)***

In accordance with Article IV of the Constitution and By-laws, Chair Dahbura turned the meeting over to President Altieri to conduct an election for the office of chair for FY09. Ms. Brooks was the sole nomination. Mr. Snook moved to close the nominations. Mr. Elliott seconded, and Ms. Brooks was elected Chair by unanimous vote.

Ms. Brooks assumed chairmanship of the meeting. Mr. Phoebus was nominated to serve as Vice-chair, and was the sole nomination. Mr. Elliott moved to close the nominations. Mr. Snook seconded, and Mr. Phoebus was elected Vice-chair by unanimous vote.

Chair Brooks added that the Board acknowledges that President Altieri will serve as Secretary/Treasurer in accordance with Section 16-202 under Subtitle 2 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

**Adjournment**

There being no further business or discussion, Mr. Snook moved to adjourn the regular meeting at 3:24 pm. Mr. Phoebus seconded, and the motion carried by unanimous vote. The next regularly scheduled meeting will be held on Tuesday, September 23, 2008, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary