

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
September 23, 2008***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 23, 2008, in the Administration and Student Affairs Building Board Room, beginning at 12:00 noon. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Cynthia Dove – Asst. Professor, Anatomy & Physiology/Microbiology
Andrew Keyser – Asst. Professor, Music Appreciation & Western Civilization
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Joseph Marschner – Chair, Faculty Assembly
Leigh-Anne Mauk – Public Information Assistant
Judith Oleks – Vice President, Academic Affairs
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Andrew Smith – President, SGA
Brian Struntz – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations

Call To Order

Chair Brooks presided and convened the regular meeting at 12:07 pm.

Adjourn to Closed Session

It was moved, seconded, and unanimously approved at 12:08 to adjourn to closed session

Re-convene Regular Session

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:22 pm. In closed session, the Trustees discussed one (1) financial matter and three (3) legal issues involving possible litigation. Present during closed session were Trustees Austin S. Abraham, Carolyn W. Brooks, Patricia K. Cushwa, Margaret E. Hetzer, Merle S. Elliott, Richard W. Phoebus, and Gregory I. Snook. President Altieri was also present.

Approval of Minutes (June 17, 2008 Closed and Regular) (ACTION)

Mr. Snook moved to approve the June 17, 2008 closed and regular meeting minutes as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

SGA President, Andrew Smith, reported that the September 11 Memorial and the Lollipopalooza were well-attended. He reported that the SGA is studying the following issues: (1) HCC's smoking policy, (2) recycling, and (3) the SGA constitution. Intramural indoor soccer for men and women will be offered this year. Representatives will attend an SGA workshop at Harford Community College. A Halloween party is scheduled for the end of October, and the students hope to arrange a debate between Jennifer Dougherty and U. S. Representative, Roscoe Bartlett.

Faculty Assembly

Professor Marschner reported that a number of faculty representatives met with the president and key executive officers this summer to discuss major topics of interest to the faculty, including (1) the faculty guidebook, (2) the process for faculty evaluation, (3) continuing education unit (CEU) credits, (4) relevance of workshop week activities, and (5) compensation or release time for program coordinators. Seven new full time faculty and forty-five adjunct faculty have been hired. Tom Seward helped to organize the Hispanic Festival recently held at the Hagerstown Fairgrounds.

President's Report

Board Briefing Summary

In summarizing key events around campus, President Altieri said that HCC received the 2007-08 Maryland Junior College Athletic Conference President's Cup. The award is presented annually to the member college receiving the greatest number of points based on conference standings in all sports during that college year. The Maryland Institute of Emergency Medical Services Systems (MIEMSS) recently awarded a 5-year accreditation to the Paramedic Program. As a reminder of key fund raising and donor recognition events, the President mentioned that the

Jones' Family Art Show will be held on November 21 and 22, the CP building major donor reception will be held on December 9, and the Hetzer Tribute will be held on March 27, 2009.

Proposed Board Meeting Topics for FY09

The Proposed Board Meeting Topics for FY09 were submitted to the Board for review. No additions or revisions were suggested.

Presidents' CIP Priority List for FY10

President Altieri discussed the position of the Arts and Science Complex on the Presidents' CIP Priority List for FY10. The state would need to allocate \$107 million in capital funding for HCC to receive construction dollars in FY10. If the College would not receive capital funding in FY10, the Arts and Science Complex would move up on the priority list for funding in FY11. If that should occur, the College could use county funding in FY10 and state funding in FY11 for construction. It was expected that during the CIP hearings scheduled for later in the week, the Department of Budget and Management (DBM) would discuss split funding, which would allocate to colleges only those dollars projected to be spent on a specific project in that fiscal year.

FY10 Plan and Budget Time Line

President Altieri reviewed the time line for the FY10 Plan and Budget process, pointing out the joint meeting with the state delegation on November 14, 2008, the Board retreat on March 3, 2009, and presentation of the budget to the County Commissioners at the joint meeting tentatively scheduled for March 17, 2009.

Institutional Planning Priorities for 2009-10

President Altieri discussed the Institutional Planning Priorities for 2009-2010, and presented a brief PowerPoint. The Board suggested that a campus development plan be included in the Priorities for FY10, even though it is a priority in FY09, since the work may take more than a year to complete.

Monthly and Special Reports

Personnel Recommendations for September 2008 (ACTION)

Mr. Elliott moved to approve the Personnel recommendations as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Financial Report as of August 31, 2008 (ACTION)

Vice President Barker reported total revenue for the reporting period was \$9.9 million or 33.8% of the budget. FY09 revenue exceeded FY08 by nearly \$7 million. Total expenses were \$3.1

million or 11% of the budget. Total revenue over expense was \$6.8 million, compared to \$6 million in FY08. For Auxiliary Services, Vice President Barker reported that the Bookstore showed an income of \$206,000, Child Care showed a loss of \$4,700, Food Service showed a loss of \$10,400, and the TIC showed an income of \$16,000, for a net income of \$207,000 for Auxiliary Services. In October, Vice President Barker will provide the Board with the revenue for the wet lab space broken out from the total revenue for the TIC, and will share the wet lab rental fee schedule, which was incorporated into the Student and Community Fee Schedule after approval by the Board at the January 2008 meeting.

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

Student Learning Outcomes Assessment (SLOA) Report

Assistant Professors Dove and Keyser discussed the Student Learning Outcomes Assessment Report. One instrument used to measure all general education outcomes is the Collegiate Assessment of Academic Proficiency (CAPP) test, which is nationally normed. Despite the challenges in getting the students tested, HCC's scores are above the national norm in all areas. The next step is evaluation of the scores and exploration of methods for improvement. Several initiatives to promote excellence in teaching are planned, including the launch in October of a faculty newsletter sharing best practices, and the creation of a coffeehouse for full time and adjunct faculty that will provide an informal forum for the exchange of ideas. President Altieri said that the academic preparedness of HCC's students is recognized at the transfer institutions.

Emergency Preparedness Update

Vice President Barker discussed the ongoing study and improvement of emergency preparedness, and outlined the steps the College has recently taken to improve communication of an emergency situation on campus to students, faculty, and staff through an emergency notification system. Participants must register on-line to receive an e-mail and/or a text message to a cell phone. In addition to this mass written notification, a siren and public announcement system were installed to alert visitors and those who are on campus, but outside the buildings. A link to emergency notification registration is located on the home page of the College's Web site for easy access. Board members are urged to register. Vice President Barker will set up a special group for Board members to receive additional information in the case of an emergency. Vice President Barker will send reminders to Student Services and faculty, and asked that SGA President, Andrew Smith, help spread the word to the students about the importance of registering for this service. It was suggested that HCC be used for the location of a mock disaster drill, which the County conducts annually.

New Business

Approval of Volunteer Corps Members (ACTION)

Mr. Elliott moved to approve the Volunteer Corps Member list as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Audit Committee Report

Committee Chair Elliott reported that the College requested from MHEC an extension for submitting the Audit Report for FY08. Although the College's portion of the audit was complete, the USM Foundation had not yet provided the necessary report for that portion of the HCC Foundation funds invested through their program. Other community colleges reported experiencing the same delay. For the College portion of the audit report, the auditors reported no findings and no major issues.

Board Chair Annual Appointments

Chair Brooks announced the following committee appointments for FY09:

Audit Committee: Merle Elliott, Chair; Richard Phoebus; Gregory Snook

Foundation Liaisons: Margaret Hetzer and Patricia Cushwa

Ad hoc Campus Development Plan: Carolyn Brooks, Richard Phoebus, Austin Abraham

Board Self-Evaluation: Patricia Cushwa

MACC Representatives: Carolyn Brooks and Richard Phoebus

Remarks from Trustees

Mr. Snook reported that state departments have been asked to suggest hundreds of millions of dollars in budget cuts to both the operating and CIP budgets for FY09. President Altieri said he believed the College could manage the operational cuts that have been projected, and the Board would be informed once the adjustments were final.

Mr. Abraham asked if the College was pursuing LEED Certification for the Arts and Sciences Complex. In the United States and in a number of other countries around the world, Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ certification is the recognized standard for measuring building sustainability. Mr. Abraham felt that certification would make a statement to the community that the building was built as planned. Mr. Struntz said that reports from Montgomery College, who pursued LEED certification for one of their recently-constructed buildings, indicated that the process for certification was very lengthy and added significantly to the cost of the project, with no offsetting tax or lease boosts for public buildings. The Board requested additional information on LEED certification.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:54 pm.

The next regularly scheduled meeting will be held on Tuesday, October 21, 2008, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr