

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
October 21, 2008*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 21, 2008, in the Administration and Student Affairs 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  
Gregory I. Snook

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Anne Clark – Vice Chair, Faculty Assembly  
Jennifer Fisher – Director, Admissions, Records, and Registration  
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  
Stephen Recker – Coordinator, Web and Multimedia  
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 12:08 pm.

**Adjourn to Closed Session**

It was moved, seconded, and unanimously approved to adjourn to closed session.

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

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:10 pm. In closed session, the Trustees discussed financial strategies. Present during closed session were Trustees Austin S. Abraham, Carolyn W. Brooks, Patricia K. Cushwa, Margaret E. Hetzer, Merle S. Elliott, and Gregory I. Snook. President Altieri and Vice President Barker were also present.

### **Approval of Minutes (September 23, 2008 Closed and Regular) (ACTION)**

Mr. Snook moved to approve the September 23, 2008 closed and regular meeting minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

### **Report from Campus Groups**

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

Mr. Smith reported on future SGA sponsored events, which include building a float for the Mummers' Parade, hosting a Halloween party and a Veterans Day concert, and helping with the HCC Foundation Phone-a-thon. The SGA also participated in the United Way Day of Caring on October 1, a student leadership event at Howard Community College on October 10, and the College Fair on October 15.

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

Professor Marschner reported that Joe Mason has drafted a final exam schedule for 15 week sessions. It was generally well-received by the faculty assembly and has been approved by Vice President Oleks on a trial basis. The ad hoc Workshop Week committee has submitted to Dr. Oleks a proposal for workshop activities that are relevant to current topics. The Academic Excellence in Higher Education Awards Banquet will be held October 24. Professor Marschner and Director Spivey served on the planning committee. In previous years, these awards were included with the K-12 Higher Education Awards held in the spring. This year, the College's recipients are Dr. Connie Devilbiss (full time) and Mr. Ed Gift (adjunct).

### **President's Report**

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

President Altieri discussed the highlights in various departments across campus. He noted that Federal Financial Aid awards had increased 33% from fall 2007 to fall 2008. The Artisan Bread and Pizza Oven event was well attended. Mr. Abraham represented the trustees. In addition to Mr. Geller's considerable contribution, numerous area vendors donated time and materials for the completion of the project.

### ***Report from U.S. Secretary of Education, Margaret Spellings***

President Altieri discussed Secretary Spellings' report entitled, "A Test of Leadership: Charting the Future of U.S. Higher Education," which was published in November 2006. The report concludes that accessibility and affordability are the central issues in education.

### ***TIC Wet Lab Update***

Six of the largest labs, representing 70% of the available space, are rented. Five labs, four of which are expansion spaces, are not yet rented. The expansion spaces are expected to be used by existing firms as growth occurs.

### ***Campus Development Plan***

President Altieri discussed the need for a Campus Development Plan (CDP) that would provide a comprehensive plan for use of the College's 319 acres. The CDP would complement the Master Facilities Plan, which deals with CIP projects. President Altieri explained that the ultimate goal would be to place all of the instructional spaces inside the Loop Road, so that pedestrian traffic would not cross major vehicular traffic patterns. The maximum travel time between any two buildings within the Loop Road would be 10 to 15 minutes. The president's office would work with an ad hoc Board committee, internal personnel, and consultants as needed to draft a development plan to be completed and approved by the full Board by fall 2009.

### ***Student Forum on HCC's Smoking Policy***

President Altieri said the Administration is very supportive of the students getting involved in this issue. Dean Rudy said that some students are opposed to having to pass through the smoky areas created by smokers outside building entrances. Students who smoke, on the other hand, feel they've paid money to attend HCC and want to protect their rights to smoke outside wherever they wish. Dr. Altieri said community colleges have a wide spectrum of guidelines for smokers, from very restrictive to very lenient. A policy recommendation might eventually be brought to the Board for consideration.

### **Monthly and Special Reports**

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

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

#### ***Financial Report as of September 30, 2008 (ACTION)***

Vice President Barker reported total revenue for the reporting period was \$10 million or 34.6% of the budget. FY09 revenue exceeded FY08 by \$2.4 million. Total expenses were \$5.3 million or 18% of the budget. Total revenue over expense was \$4.9 million, compared to \$4.3 million in

FY08. For Auxiliary Services, Vice President Barker reported that the Bookstore showed an income of \$207,000, Child Care showed an income of \$6,800, Food Service showed an income of \$4,900, and the TIC showed an income of \$16,000, for a net income of \$235,000 for Auxiliary Services.

Mr. Abraham moved to accept the financial report as of September 30, 2008 as submitted. Mr. Snook seconded, and the motion carried unanimously.

### ***Fall 2008 Enrollment Report***

Ms. Fisher said that the total headcount for fall 2008 was up 6.9%. Job Training Student Resources (JTSR) was up 32%, and minorities were up 23%. Web FTE experienced considerable growth, up 45.8%. Ms. Fisher said the profile of on-line students is a mixture of adult learners, ESSENCE students, and traditional age students with jobs. Some students also elect to take on-line classes to fulfill general education requirements. Dr. Oleks, working with President Altieri and the academic officers, will identify an on-line class for trustees to audit to get a better understanding of this growing mode of instruction.

### ***Annual Governance Report***

Dean Macht discussed the Annual Governance Report for 2007-2008. Credit for Life Experience and the College Vehicle Use policy were developed through the shared governance process and approved by the Board. The current campus parking policy was reviewed and updated with minor changes, which required no Board action. The current policy on the administrative withdrawal of students was reviewed but not changed. The six standing governance committees, three academic in nature, and three organizational, are: Teaching and Learning, Academic Standards, Assessment and Faculty Affairs, Curriculum Development and Review, Student Affairs, Administrative and Information Technology Services, and Human Resources. Ad hoc committees, which are created to study a particular issue, continue to make important contributions to the governance system. Ad hoc committees for 2007-2008 were Salary and Benefits Research Committee, Multicultural Committee, Pride and Recognition, and Student Retention. Several areas of improvement were discussed and included better communication of the progress of a policy through the approval process and further refinement of clarification between policy and procedure.

### **New Business**

#### ***HCC Web Site Redesign Status Update***

Ms. Stull introduced Mr. Stephen Recker, Web and Multimedia Coordinator, who is redesigning the College's Web site. For the first several months, Mr. Recker studied and analyzed the Web sites of other community colleges and four year institutions, and met with numerous departments on campus to begin to build a plan for redesign. By re-building the site, instead of patching the existing site, he is able to incorporate the latest technology to provide the best possible experience for users. A number of individuals will have the ability, within the safeguards built

into the process, to publish information to the respective pages for their departments, thus keeping the information available to the public fresh and current. It is expected the new site will be launched in June 2009.

***Review Agenda for Joint Meeting with Washington County Legislative Delegation***

President Altieri reviewed the draft agenda for the joint meeting with the Washington County Legislative Delegation on November 14, 2008. In the next few weeks the agenda will be fleshed out to include more detail. The Board had no revisions.

***Academic Calendar for FY10 (ACTION)***

Mr. Elliott moved to approve the Academic Calendar for FY10 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

***Holiday Calendar for FY10 (ACTION)***

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

***Remarks from Trustees***

Mr. Snook said that Montgomery County has just opened a fifth incubator, which is an indication that Western Maryland should continue to see an expansion of biotechnology and wet labs.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:06 pm.

The next regularly scheduled meeting will be held on Friday, November 14, 2008, in the Administration and Student Affairs Board Room, immediately followed by a joint meeting with the Washington County Legislative Delegation in the College Center, Conference Rooms 1 and 2, beginning at approximately 2:30 pm.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr