

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
November 14, 2008*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Friday, November 14, 2008, in the Administration and Student Affairs Building Board Room, beginning at 12 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

Elisabeth Allen – HCC student, First Place Winner, Greeting Card Contest
Anna Barker – Vice President, Administration and Finance
Ann Clark – Vice Chair, Faculty Assembly
Barbara Macht – Dean, Planning and Institutional Effectiveness
Leigh-Anne Mauk – Recording Secretary
Judith Oleks – Vice President, Academic Affairs
Brian Struntz – Director, Facilities Management and Planning
Elizabeth Stull – Director of Public Information
Renee Thomas – HCC student, Second Place Winner, Greeting Card Contest
Diane Weaver – Director of Organizational Development and Special Projects
Bonnie Zampino – Assistant Director, Human Resources

Call to Order

Chair Brooks presided and convened the closed session at 1:03 p.m.

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 1:03 p.m. In closed session, the Trustees discussed financial strategies and bid contracts. 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 (October 21, 2008 Closed and Regular) (ACTION)

Mr. Snook moved to approve the October 21, 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

There was no representative present.

Faculty Assembly

Assistant Professor Clark reported that the first of the meetings concerning Program Coordinators was held on October 31, 2008. The meeting was well attended and there was progress made concerning the topics of importance, such as compensation for faculty members acting as program coordinators in addition to their teaching duties. Assistant Professor Clark reported that the next Coordinator's meeting would be held on December 5, 2008.

Assistant Professor Clark also reported about the Higher Education Awards were held on October 24, 2008. Faculty of the Year winners Connie Devilbiss and Ed Gift were honored at the event, along with other teachers in the county. In addition, Assistant Professor Clark also presented the results of HCC's Mock Election. Of 624 votes, Barack Obama received 343 votes, John McCain received 236 votes, and there were 45 write-in votes. Assistant Professor Thomas Seward recently attended an Hispanic Forum Conference at Shepherd University and Professor Michael Harsh and Assistant Professor Ann Clark were each nominated to the 2008 Who's Who Among American Colleges and Universities. Senator Barbara Mikulski visited HCC's campus on October 21 and spoke with students from Professor Harsh and Assistant Professor Spring Ward's classes about issues such as the economy and the cost of education. The recent Roundtable discussion regarding the presidential election was held at HCC on October 29, and was very well attended. Panelists included State Delegate Christopher Shank, Washington County McCain Campaign chair Liz Jones, Washington County Republican Central Committee member Philip Baker-Shenk, Washington County commissioner Kristin Aleshire, city councilman Lewis Metzner, and HCC professor and former local politician Michael Harsh.

Studio Director Mike McDonald, of Day 1 Studio in Hunt Valley, Md., spent the day speaking with HCC students on November 12. McDonald founded Day 1 Studios along with three others, with experience working for Electronic Arts and specifically spoke with students in the Simulation and Digital Entertainment program about the gaming industry.

President's Report

Board Briefing Summary

President Altieri discussed the highlights in various departments across campus. He noted that the athletic department continues to have another successful year in a variety of fall sports, especially volleyball and soccer. He also mentioned that HCC held its annual Biotechnology Career Day on October 24, and that the event was extremely well attended, with more than 125 students from area high schools participating in the event.

Career Programs Building and Construction Updates

President Altieri also noted that the renovation on the Career Programs Building is nearly complete and is expected to be finished by January 2009. The date for the dedication has been set and will be held on Friday, February 27, at 8 a.m. Board members will be receiving invitations and further information closer to that date. President Altieri also noted that the architectural firm that has been contracted to design the Arts and Sciences Complex began meeting with faculty members this week to discuss their needs in terms of teaching space and basic design. The meeting was very successful.

Parking Stickers for Board Members

President Altieri reported that Executive Assistant Roulette is working with Security Officer Henry Gautney on a way to solve the parking situation for Board members. Stickers or signs will be made and distributed to Board members to place on or in their cars that will identify them as Trustees and allow them to park in any staff parking space on campus at any time, even when Board meetings are not in session. More information on this will be presented at the next Board meeting.

Judicial Committee Meeting

Trustee Cushwa reported that the Judicial Committee Meeting that was held on November 6 in the Administration and Student Affairs Board Room was very successful and the judicial committee members were very pleased with the space.

Budget Cuts

President Altieri summarized how he and Vice President Barker disseminated the recent budget cuts to the college community and congratulated cost center managers on their diligence and adherence to the new policies.

Back to School at 65

President Altieri presented an article to the Board that was written by a non-traditional age HCC student that had returned to college to pursue a degree at the age of 65.

Upcoming MACC meetings

President Altieri reported that he and HCC Foundation member John Williamson will attend the November 19 Board Chairs Meeting at Chesapeake College in southern Maryland. President Altieri also discussed the upcoming MACC Trustee Workshop and Legislative Reception that will be held on January 26, 2009, and requested that any Board Members who are interested in attending contact Barbara Roulette so that she may register them for the event.

Annual Holiday Card Contest Winners

Director Stull presented the 2008 Holiday Card contest winners, Elisabeth Allen and Renee Thomas, to the Board, as well as their winning designs. Each student explained her concept and thought process in creating the cards.

Draft Agenda for the December 16th Joint Meeting with the Foundation Executive Committee

President Altieri discussed the draft agenda for the December 16 joint meeting with the Foundation Executive Committee. The Board had no revisions.

Changing the name of the College Center to Student Center

President Altieri discussed the Student Government Association's proposal to change the name of the College Center to the Student Center. The Board favored the recommendation and suggested it be an action item on the December 16 Board meeting agenda.

Monthly and Special Reports

Personnel Recommendations for November 2008 (ACTION)

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

Financial Report as of October 31, 2008 (ACTION)

Vice President Barker presented the financial report and noted that because this report was produced earlier than usual, there were several items that were not yet posted. Those items include the following:

Interest Income - \$10,597 was posted for interest earned in October bringing the total interest to \$63,627 which represents 27% of the budget. A county appropriation of \$2.9 million was posted increasing Government appropriations to \$7.79 million or 47% of budget. The employee benefit cost had not yet been distributed from Institutional Support to individual cost centers. College-wide, healthcare costs are currently \$100,000 less in FY09 when compared to FY08. ($377,681/1,699,144 = 22\%$ compared to $477,183/1,337,519 = 36\%$).

With the adjustments mentioned above total revenue received through the end of the month is \$13.3 million or 45.5% of the anticipated revenues for the fiscal year compared to just over \$12.4 million (46%) in FY08. FY09 revenue exceeds that of FY07 by approximately \$895,000. Tuition revenue is \$4.8 million or 43% of projections. FY09 tuition revenue is approximately \$247,000 over FY08. Currently credit tuition totals \$4.1 million compared to a budget of just under \$9 million (46%). Non-Credit tuition of \$642,000 is under FY08 by 6.5% or \$100,000.

Total expenditures for the reporting period are approximately \$7.8 million or 26% of projected expenditures. Revenue over expenditures is \$5.6 million at the end of October compared to \$5 million last year.

Vice President Barker also reported that at the end of October, the Bookstore is showing a surplus of approximately \$190,000. FY08 to 09 revenue comparisons show a favorable variance (2.5%) with actual revenue exceeding FY08 by approximately \$156,000. Child Care is currently showing a loss of roughly \$5,500. This includes revenue of just under \$109,000.

In the Food Services area, revenue is roughly \$86,000 or approximately 27% of projections. The TIC shows revenue of \$80,000, which is 26% of projections.

Expenditures are \$57,000 or 27%. The net surplus is \$23,000. Overall, the Auxiliary Fund is showing a net surplus of roughly \$199,000 compared to \$109,000 in FY08.

The Board recommended that a designated description regarding fund balance would be helpful in determining how finances are distributed. The Board recommended that a report on the fund balance be compiled every six months as opposed to once a year. Trustee Abraham recommended that the Board discuss fund balances early next year, i.e. how they are collected/allocated and how they are used. The Board agreed this should be added to the agenda for future meetings.

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

Audit Committee Report (ACTION)

Trustee Elliott and Vice President Barker presented the findings of the Audit Committee Report. At the Audit Committee Meeting on November 14, the Board was represented by Trustees Elliott and Snook. The outcome of the Audit Committee Report was extremely positive and the accountants at Albright, Crumbaker, Moul and Itell reported that there were no significant issues or problems with the FY08 audit report. Vice President Barker reported that there were some significant variations that were noted between FY07 and FY08 and that those variances were a result of the renovation that was being done on the Career Programs Building. Trustee Snook commended the HCC staff for their hard work and diligence in preparing for the audit and management of college finances.

Mr. Elliott moved to accept the Audit Committee Report as submitted. Mr. Snook seconded, and the motion carried unanimously.

Update on Grant Funds and Opportunities

Dean Macht and Director Weaver presented the annual report on grant funds. Dean Macht noted that the college is currently searching for a new grant writer and hopes to present a recommendation to the Board very soon.

Director Weaver reported that the college received two Maryland State Department of Education grants that are aimed at providing support for early childhood education. She also reported that the Appalachian Regional Commission is providing a \$50,000 grant for dental lab equipment. She added that there is a pending proposal for the Appalachian Regional Commission for next year regarding a \$15,000 grant for equipment and supplies for the Pharmacy Technician program.

The Board recommended that more grant requests be submitted than are actually needed in light of budget cuts.

Director Weaver reported that there were a variety of formula grants in effect that total \$500,000 for career programs and adult education. She noted that a Peer Mentoring project grant has been funded and was approved this week. With this grant, HCC will participate as a mentee college in the Showcasing and Replicating Community College Program's peer mentoring project and will work with InnovaBio at Salt Lake Community College, which will constitute the mentor college. The aim is to create a meaningful and collaborative learning environment for practitioners: one in which they can share ideas and lessons learned and generally provide guidance to strengthen or enhance an initiative at the mentee college.

Director Weaver also reported on future trends, highlighting areas such as job training, student financial aid, energy, community service, etc. She noted that there are two pending proposals regarding STEM careers. She added that while private and public corporations will most likely not be able to fund new projects, there are some large

corporations that are dedicating millions of dollars to helping students achieve college completion, such as the Gates Foundation.

New Business

The Merle S. Elliott Continuing Education and Conference Center Fee Schedule (ACTION)

Vice President Barker presented the fee schedule for the Merle S. Elliott Continuing Education and Conference Center to the Board for approval. Vice President Barker answered questions about the breakdown of funding for the Conference Center and noted that county commissioners are not charged for renting the space.

Mr. Snook moved to approve the Merle S. Elliott Continuing Education and Conference Center Fee Schedule as submitted. Mr. Elliott seconded, and the motion carried unanimously.

Remarks from Trustees

There were no remarks from Trustees.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:24 p.m.

The next regularly scheduled meeting will be held on Tuesday, December 16, 2008, at the Plaza Hotel in the Antietam Room, beginning at approximately 2:00 pm, immediately following the joint meeting with the HCC Foundation Executive Committee.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr/lm