

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
December 16, 2008*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 16, 2008 at the Plaza Hotel, Antietam Room, beginning at 2:00 pm. 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

Dawn Baker – Project Coordinator, Facilities Management & Planning
Anna Barker – Vice President, Administration and Finance
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Joseph Marschner – Chair, Faculty Assembly
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

Cho Benn Holback & Associates, Inc.

Diane Cho – Principal
Don Farmer – Project Manager
Mark Nook – Project Architect

The Foundation Executive Committee members were invited to stay for the presentation by Cho Benn Holback & Associates, Inc.

Call To Order

Chair Brooks presided and convened the regular meeting at 2:00 pm.

Presentation by Cho Benn Holback & Associates, Inc.

President Altieri introduced representatives from Cho Benn Holback & Associates, the architectural firm that is designing the Arts and Sciences complex: Diane Cho, principal; Don Farmer, Project Manager; and Mark Nook, Project Architect. The overall design, although currently focused on three buildings, kept in mind the renovations to Kepler Theater and the proposed second entrance to the campus. The design of all three buildings incorporated the use of glass to provide more visible activity. The new science building included an entrance on the second level from Kepler Theater and an entrance on the third level from the quad. The exterior was designed to look larger from the second floor entrance and smaller from the third floor entrance so the building would not appear to dominate the landscape. Mr. Farmer said that LEED certification would not be pursued, but the same LEED points process would be followed to maximize the energy efficiency of the building. Mr. Snook suggested that it might be more cost effective to bid several buildings at one time as opposed to bidding each building in the project separately.

Approval of Minutes (November 14, 2008) (ACTION)

Mr. Snook moved to approve the November 14, 2008 regular and closed meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Faculty Assembly

Mr. Marschner discussed the recent activities of the faculty. A meeting was held to discuss a compensation system for faculty coordinators. Response from the faculty was positive as the details continue to be refined. [Subsequent to the Board meeting, Cynthia Dove, Assistant Professor, Anatomy and Physiology/Microbiology, successfully defended her doctoral dissertation – congratulations, Dr. Cynthia Dove.]

Student Government Association

Mr. Smith briefly described the recent events sponsored by the SGA: participation in the Mummers' Parade, the Veterans' Day Concert, a money management seminar, and a holiday dinner and carols. January events include welcome back week festivities and New Student Orientation.

President's Report

Board Briefing Summary

President Altieri highlighted very strong enrollment growth and the downsizing of the employee holiday party. Beth Stull explained that the party, which previously had included a sit down

dinner, was downsized to a cocktail reception from 4:00 – 6:00 pm in the Career Programs Building in order to contain the cost. Downsizing seemed preferable to cancellation.

MACC Trustee Workshop and Legislative Reception

President Altieri said that four trustees have indicated they would attend the MACC trustee workshop and legislative reception on January 26, 2009, at the Calvert House in Annapolis. Ms. Roulette will submit the registration forms and fees and coordinate travel arrangements early in January 2009.

Martin Luther King, Jr. Celebration

The Martin Luther King, Jr. Diversity Celebration has been downsized this year to contain the cost. The event will be held on January 19, 2009, in Kepler Theater, 1:00 pm – 3:00 pm. The free lunch and interactive workshops for children have been eliminated.

International Students Enrolled in Credit Classes

President Altieri said that HCC's campus is very diverse. He cited the enrollment of international students in credit classes for fall 2008, which was a total of eighty-three students from thirty-eight different countries. Since HCC does not actively recruit international students, it is believed most of these students have settled in the area.

Community College Survey of Student Engagement

President Altieri discussed the results of the Community College Survey of Student Engagement (CCSSE). He pointed out that the results outlined in the "2008 Benchmark Summary" and the "2004, 2006, and 2008 Benchmark Summary," while appearing to be moving in an unfavorable direction, measure student perceptions. In addition, there is a two-year lag time in the survey. He speculated that with all the publicity USM-H has received in recent years, students might feel they are not doing university level work at the community college level. Since MAPP and CAPP scores have shown that HCC students perform above the national norm, it appears that students' actual performances exceed their perception of their performance. Vice President Oleks pointed out that the full time students seem to have a higher perception of performance, also. Vice President Oleks said these findings will be discussed at the academic officers' retreat in January.

Joint Meeting with County Commissioners in 2009

President Altieri said the joint meeting with the County Commissioners has been scheduled for April 14, 2009. The College originally requested to meet on March 17, but the Commissioners are not scheduled to meet on March 17 or 24, and declined a request to meet on March 31. The regular Board business meeting, which had been scheduled for April 21, will now be held on April 14 immediately following the joint meeting. President Altieri and Vice President Barker plan to meet with Deb Murray and Greg Murray several times in January to discuss the College's

needs. Additional state cuts to the FY09 budget were expected to be announced in the next several days.

Monthly and Special Reports

Financial Report as of November 30, 2008 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$16.4 million or 57% of the budget. Total expenses were \$9.6 million or 33% of the budget. The expenses for all functions were at acceptable levels. Total revenue over expense was \$6.8 million compared to \$7.1 million in FY08. The rather large variance was attributable to the timing of \$1.9 million of state allocation. For Auxiliary Services, the Bookstore showed an income of \$162,000, Child Care showed a loss of \$14,500, Food Service showed an income of \$435, and the TIC showed an income of \$33,000 for a total net income of \$181,000 for Auxiliary Services. Ms. Barker pointed out that this financial report incorporated the budget adjustments recommended for Board approval later in the meeting. Mr. Elliott moved to accept the financial report as of November 30, 2008 subject to approval of the recommended budget adjustments. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Personnel Recommendations for December 2008 (ACTION)

Following review of the personnel recommendations, Mr. Snook asked if the College had a freeze on hiring. President Altieri said that while there is not a freeze, every position that becomes vacant is evaluated before it is filled. Ms. Cushwa suggested suspending sabbatical leaves given the current financial climate. President Altieri said a summary of current "hold" positions would be submitted to the Board at the January meeting. Mr. Elliott moved to approve the personnel recommendations for December 2008 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Community and Resources Development Project Needs Assessment Report

President Altieri discussed the key findings of the report: (1) too many Washington County children are unsafe, (2) lack of quality parenting, (3) lack of mental health services for low income persons, (4) lack of sufficient community youth programs/safe spaces, and (5) lack of hope that education can make a difference. Chair Brooks pointed out that the numbers used for this study were very small, so the results might not be very accurate. It was also pointed out that the priorities that were identified to receive grant funding were not set by the local community.

Old Business

Changing the Name of the College Center (ACTION)

Mr. Elliott moved to approve changing the name of the College Center to the Student Center effective July 1, 2009. Mr. Snook seconded, and the motion carried by unanimous vote.

New Business

FY09 Budget Reductions in Response to State Funding Cuts (ACTION)

Vice President Barker said the total recommended adjustment to the College's FY09 Operating Budget was \$961,093 in response to the announced and anticipated budget cuts from the state. As additional revenue reductions are announced, the contingency line item would be reduced and the revenue adjusted accordingly. Mr. Abraham moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Approve December Candidates for Certificates and Degrees (ACTION)

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

Adjournment to Closed Session

There being no further business or discussion, the regular meeting was adjourned at 3:30 pm.

In closed session, the Trustees discussed funding strategies. Present during closed session were Trustees Austin S. Abraham, Carolyn W. Brooks, Patricia K. Cushwa, Merle S. Elliott, and Gregory I. Snook. President Guy Altieri and Vice President Anna Barker were also present.

The next regularly scheduled meeting will be held on Tuesday, January 20, 2009, in the Administration and Student Affairs Building Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr