

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
January 20, 2009*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 20, 2009, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Paul Leatherman – President-Elect, Alumni Association
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
Lisa Stewart – Coordinator, Alumni Association
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 11:30 pm.

Luncheon Discussion

The Board watched the inauguration of Barack Obama, 44th President of the United States. Following this television broadcast, President Altieri discussed the new president's plan for financial support for college students and job training programs. President Obama's overall plan would rely heavily on community colleges. One of the most interesting proposals is a tax credit that would essentially provide tuition for the first two years' of college for lower and some middle income families. This would drive HCC's enrollments to grow at a faster pace.

President Altieri pointed out that if this plan were implemented, the strain on HCC's facilities, as well as faculty and staff, would be even greater than currently projected.

Approval of Minutes (December 16 Joint, Regular, and Closed) (ACTION)

Mr. Snook moved to approve the December 16, 2008 joint, regular, and closed meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried unanimously.

Report from Campus Groups

Student Government Association

Mr. Smith reported that the Martin Luther King, Jr. Diversity Celebration held on January 19, 2009, was well attended, and positive feedback was received. Plans for future SGA events included celebration of the Chinese New Year on January 26, Student Advocacy Day on February 11, and a Valentine's Day Dance on February 13, which will be sponsored in conjunction with the Alumni Association.

Faculty Assembly

Professor Marschner reported that three faculty members helped to organize the Martin Luther King, Jr. Diversity Celebration, and two faculty members participated in the program. It was estimated that over 200 attended the event. The final exam week schedule, which was drafted last year, is in effect for the spring 2009 semester. It is much more detailed and less likely to be misinterpreted than the previous exam schedules.

President's Report

Board Briefing Summary

President Altieri highlighted the Men's Basketball Team record at 13-3 as of January 13, 2009, and praised the staff's efforts to raise the eligibility rate for all athletes to 95%. Enrollment increases continue with an 11.6% increase in headcount and a 12.9% increase in FTE. Minority enrollments were up 24.9%, JTSR up 40.4%, and Essence up 26%.

Update to Facilities Master Plan

Dean Macht reviewed the revised Facilities Master Plan (FMP), a draft of which was distributed for Board review. Code of Maryland Regulations (COMAR) requires the completion of a Facilities Master Plan. New or updated Plans must be submitted to numerous agencies in the state by February 1 each year. Dean Macht said the scheduling for HCC's major CIP projects has remained the same. Some facilities are given higher priority by the state, such as instructional spaces. Mr. Struntz said the current FMP draft is a revision of the version submitted in spring 2007, which has not yet been approved by the state. The last approved FMP is the 2004 revision.

Alumni Tower

Lisa Stewart and Paul Leatherman, president-elect of the Alumni Association and Chair of the Alumni Tower Project, discussed the plans for the tower. Alumnus Dave Moats drafted the architectural drawings free of charge. The tower would minimally cost about \$250,000. It would be built in phases, as funding permitted, and most likely be located on the front lawn near the LRC and the Student Center. The tower facilities would provide a nice location for various student activities, in addition to encouraging an interface between current students and alumni. The addition of clocks, a bell, electronic carillon, and a memorabilia room are some of the ideas included in the preliminary plans. The trustees supported the project.

Monthly and Special Reports

Personnel Recommendations for January 2009 (ACTION)

Mr. Phoebus moved to approve the personnel recommendations for January 2009 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Trustee Cushwa left the meeting at 2:21 pm.

Financial Report as of December 31, 2008 (ACTION)

Vice President Barker reported that the total revenue for the reporting period was \$19.1 million or 67% of the budget, compared to \$17.4 million for FY08. Total revenues for FY09 exceeded FY08 by \$1.7 million. Total expenses were \$11.7 million or 41% of the budget, which was comparable to FY08. Expenses for all functions were in line. Total revenue over expense was \$7.4 million compared to \$5.7 million for FY08. For Auxiliary Services, the Bookstore showed an income of \$144,000, Child Care showed a loss of \$5,000, Food Service showed a loss of \$16,400, and the TIC showed an income of \$53,000 for a total income of \$176,000 for Auxiliary Services. Mr. Phoebus moved to accept the financial report as of December 31, 2008 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Proposed FY09 Mid-Year Budget Revision (ACTION)

Vice President Barker said the following FY09 mid-year budget revisions and distribution of designated/discretionary funds for the general fund were recommended: decrease revenue by \$38,000, increase contracted services by \$88,500, increase material and supplies by \$30,705, increase postage by \$15,000, increase utilities by \$57,000, increase salaries and benefits by \$20,389, decrease service charges by \$5,000, and decrease contingencies by \$244,594. It was also recommended the following FY09 mid-year budget revisions be made for Auxiliary Services: increase revenue by \$55,152, increase salaries and benefits by \$28,712, increase supplies by \$1,000, increase contracted services by \$5,427, increase cost of goods sold by \$485, and increase contingency by \$19,530. Vice President Barker said that with these adjustments the budget would still remain balanced. Mr. Snook moved to approve the FY09 mid-year budget revisions as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Proposed Budget Realignment for the Career Programs Building Renovations (ACTION)

Vice President Barker said that the designated funds of \$724,100 for completion of the Career Programs building appears to be sufficient to cover the remaining costs. It was recommended that the funding categories (\$534,100 for furniture and equipment, and \$190,000 net of retainage) be removed to allow the full amount to be used for additional architectural and construction expenses. Mr. Abraham moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

New Business

GED/Tuition Fee Discount for Washington County Residents (ACTION)

HCC currently charges \$85.00 tuition for the GED class, an amount that is higher than the tuition charged by most other Maryland community colleges. To make the GED class more affordable, it was recommended that the Board approve a 50% reduction in tuition only for one year of participation in the GED program for Washington County residents who are not registered in a county public or private school. Mr. Snook moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Recognition of the HCC Campus Police Department as a Law Enforcement Agency (ACTION)

President Altieri said that Senator Munson was willing to sponsor a bill in the state legislature that would recognize HCC's Campus Police Department as a recognized state law enforcement agency. That state recognition would grant direct access to the criminal information data bases provided to law enforcement agencies by the FBI and Maryland Criminal Justice System. Currently, HCC campus police must rely on the Sheriff's Department to access the data bases for them. If the College were granted this recognition, campus police would still be required to follow the state guidelines that are currently in place. This state recognition would have no bearing on the issue of carrying firearms. As the model for the bill, Senator Munson's office would use the bill that was submitted to the legislature for recognition of the Baltimore County Community College Police Department. Mr. Phoebus moved to approve the recommendation with the stipulation that the Board retain the right to set criteria and guidelines. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Campus Development Plan Contract (ACTION)

The Campus Development Plan Committee interviewed three architectural firms for the Campus Development Plan, and recommended the following: 1) of the two firms chosen as finalists, Mahan Rykiel Associates, Inc. be ranked first, and CSD Architects be ranked second, 2) the administration begin fee negotiations with the first ranked firm, and 3) the administration finalize a contract with one of these two firms. Mr. Abraham moved to approve the recommendation as submitted. Mr. Phoebus 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 3:02 pm.

In closed session, the Trustees discussed funding strategies and personnel issues affecting one or more individuals. Present during closed session were Trustees Austin S. Abraham, Carolyn W. Brooks, Margaret E. Hetzer, Richard W. Phoebus, 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, February 17, 2009, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr