

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
February 17, 2009***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 17, 2009, in the Administration and Student Affairs Building Board Room, beginning at 12:00 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

Jennifer Fisher – Director, Admissions, Records, and Registration
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

Call To Order

Chair Brooks presided and convened the regular meeting at 12:15 pm.

Consider a Motion to Adjourn to Closed Session

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

Re-convene Regular Session

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:29 p.m. In closed session, the Trustees discussed financial strategies and one (1) personnel matter relating to the appointment, employment, assignment, promotion, or compensation of

appointees, employees, or officials over whom the Trustees have jurisdiction. 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.

Plans for Board Self Evaluation and Goal Setting

Ms. Cushwa has been appointed by Board Chair Brooks to coordinate the Board self assessment. President Altieri said that while the Middle States Commission on Higher Education looks for a Board self evaluation process, no frequency or structure is mandated, but they recommend that it be done annually. Ms. Cushwa distributed the evaluation instruments used by the Board in three previous years. After some discussion about various ways in which to conduct the evaluation, the Board members were asked to e-mail their comments and preferences to Ms. Cushwa by the end of February. She will compile and share the results at a future Board meeting. The goal is to complete this year's evaluation by June 30, 2009.

Approval of Minutes (January 20, 2009 Regular and Closed) (ACTION)

Mr. Snook moved to approve the January 20, 2009 regular and closed meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried unanimously.

Report from Campus Groups

Student Government Association

Mr. Smith distributed the newsletter, "HCC Club News," that reports club news and encourages students to get involved in club activities. A recent club fair was very well attended. The SGA has acquired smoking cessation grant funds in the amount of \$6830. The students plan to place new smoking receptacles, conduct smoking cessation classes, and schedule motivational speakers.

Faculty Assembly

Assistant Professor Marschner reported that Ardyce Ketterling self published a novel, Tom Clemens published an article in Civil War Times, and Mike Harsh raised more than \$1,000 for Muscular Dystrophy.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Recruitment and Enrollments/Student Activities and Services, Facilities and Grounds, and Institutional Advancement. He reminded everyone about the Career Programs Building Donor Preview on February 26, 3:00 – 5:00 pm, and the CPB Dedication on February 27 at 9:00 am.

Arts and Sciences Complex: Summary of Changes in Scope and Cost

President Altieri said that the County has asked for a summary of the changes in scope and cost of the Arts and Sciences Complex. Essentially, the scope of the project changed from the renovation of three existing buildings with connectors to the renovation of two existing buildings with the addition of a new Science Building. The base construction cost request increased from an estimate of \$21,200,000 to \$28,343,400. The latter is the figure the architects have been instructed to hold firm.

Dual Admissions Agreement with Frostburg State University

President Altieri said that HCC recently signed a dual admissions agreement with Frostburg State University, which guarantees HCC graduates a seat in their major at Frostburg. Students in dual admissions have access to services at FSU, including academic advising, financial aid information, career advising, and the use of library services. FSU advisors meet regularly with dual admissions students to keep their program and curricula choices on target with FSU requirements.

Stimulus Package and Community Colleges Update

President Altieri discussed some of the aspects of the stimulus package that could affect funding for education. In addition to possible funding for infrastructure projects, \$47 billion has been earmarked for state fiscal relief to prevent cuts in state aid to education, and \$17 billion to boost the maximum Pell Grant by \$500.

Review Plans for Board Retreat

President Altieri reviewed the proposed agenda for the Board retreat on March 3, 2009. As a cost saving measure, the retreat would be held on campus this year, in one of the Career Programs Building Conference Rooms, or in the ASA Board Room. The morning discussion will focus on the financial status and priorities, and the afternoon discussion will deal with strategic initiatives. President Altieri mentioned new legislation that attempts to curtail the rising cost of textbooks. Ms. Cushwa requested a copy of that legislation, which will be provided with the retreat materials.

Reschedule June 16, 2009 Board Meeting

The Board meeting for June was moved from June 16 to June 23, 2009.

Monthly and Special Reports

Personnel Recommendations for January 2009 (ACTION)

Ms. Marriott reported that three regular staff and credit faculty positions, one part-time faculty credit position, and six part-time faculty non-credit positions were recommended for hire. She explained that all vacated positions are evaluated prior to being filled. Mr. Snook wondered if the people recommended for hire in the personnel recommendations had already started working, and if so, how it would be handled if the Board did not approve the recommendations. There was some discussion about the level of trustees' responsibility in approving new hires, and to what administrative level their approval should be required. President Altieri said that COMAR requires trustee approval of new staff and faculty. A copy of the COMAR regulation will be shared with the Board. Mr. Phoebus moved to approve the personnel recommendations for February 2009 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Financial Report as of January 31, 2009 (ACTION)

Since Vice President Barker was absent from the meeting, she submitted a written narrative in addition to the financial report. The total revenue for the reporting period was \$20 million or 70% of the budget, compared to \$18.6 million for FY08. Total revenues for FY09 exceeded FY08 by \$1.5 million. Total expenses were \$13.5 million or 47% of the budget. Total revenue over expense was \$6.5 million compared to \$4.9 million for FY08. For Auxiliary Services, the Bookstore showed an income of \$313,000, Child Care showed a loss of \$9,900, Food Service showed a loss of \$25,000, and the TIC showed an income of \$36,700 for a total income of \$315,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of January 31, 2009 as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

New Business

Discontinued Certificate Programs for FY10 (ACTION)

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

Independent Study Credit Courses Policy (ACTION)

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

Discontinued Credit Programs Policy (ACTION)

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

There being no further business or discussion, the regular meeting was adjourned at 3:46 pm.

The next regularly scheduled meeting will be held on Tuesday, March 17, 2009, in the Administration and Student Affairs Board Room. In addition, the Board Retreat will be held on March 3, 2009 in the ASA Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr