

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
March 17, 2009*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 17, 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
Merle S. Elliott
Richard W. Phoebus, Vice-Chair
Gregory I. Snook

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Gerald Haines – Director of Instruction
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 11:35 am.

Adjournment to Closed Session

Mr. Elliott moved to adjourn to closed session to discuss personnel issues, consult with specialists, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the executive session, Chair Brooks re-convened the regular meeting at 1:17 pm. In closed session, the Trustees discussed two (2) personnel matters relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction, and one (1) funding strategy matter. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Richard Phoebus, and Gregory Snook. President Altieri, Vice President Barker, and Director Marriott were also present.

Luncheon Discussion

Introduction of Mr. H. Clay Whitlow

Mr. Clay Whitlow, Executive Director of Maryland Association of Community Colleges, discussed the MACC 2009 Legislative Agenda and the Governor's budget for FY09, which is still subject to additional cuts. The Department of Legislative Services suggested split-funding capital projects, which would provide funds only for the amount that would be used that year, instead of funding the whole project amount in one year, as has been customary. Mr. Whitlow said that while this would allow more projects to be funded, it was not a long-term solution to the current financial crisis.

2009 MACC Legislative Agenda

President Altieri asked Mr. Whitlow to comment on several current issues. Mr. Whitlow briefly discussed the funding for the University System of Maryland Hagerstown Center, which has come under fire from Delegate Bohanan, who chairs the Education and Economic Development Subcommittee. Delegate Bohanan's ultimate goal is to see all the Regional Higher Education Centers (RHEC) funded equally. Currently, the Hagerstown Center receives a greater percentage of State funding than the other RHECs.

Senator Munson has introduced a bill that would allow institutions that have operated in the state for at least 25 years, such as Kaplan College, to offer state financial aid to their students. The bill, which is sponsored by the Washington County delegation, would impact MHEC scholarship money. Mr. Whitlow said that community colleges have aligned against it, but Senator Munson has seemed unwilling to compromise.

Approval of Minutes (February 17, 2009 Regular and Closed) (ACTION)

Mr. Elliott moved to approve the February 17, 2009 regular and closed meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Professor Marschner highlighted the accomplishments of several faculty members and the issues currently being discussed in Faculty Assembly.

Student Government Association

Student Government Association President, Andrew Smith, reported on recent SGA events and briefly discussed those planned for the future.

President's Report

Board Briefing Summary

President Altieri discussed the highlights in Student Affairs, Academic Affairs, and Institutional Advancement. He reminded everyone the Hetzer Tribute was scheduled to be held on March 27, 2009, in the ARCC, and the Donor Recognition was scheduled to be held on April 22, 2009 in the Merle S. Elliott Continuing Education and Conference Center.

Summer Biotechnology Institutes for Teachers and Students

President Altieri discussed the summer biotechnology institutes for teachers and students. Among other advantages of participation, students could earn seven free college science credits, while teachers could earn three graduate credits from Frostburg State University with concurrent registration. Base Realignment and Closure (BRAC) Grant funds were used to fund both programs.

Update on Zoning of HCC Property

President Altieri discussed recent e-mail correspondence with Steve Goodrich regarding the proposed ERT zoning designation for HCC property. Specifically discussed were those areas of the proposal about which the Board had questions or had expressed some concern. President Altieri will continue to work with Mr. Goodrich to clarify and refine the proposal.

Capital Project Update

President Altieri said that the architects for the Arts and Sciences Complex are continuing to work with faculty and staff groups in determining space requirements. Mr. Snook requested a special meeting devoted to in-depth discussion of the capital projects currently underway. He said he would like to review the preliminary layout and schematic of the floors for the Arts and Sciences Complex. A special meeting will be scheduled in mid-May to include Cho Benn Holback Associates and Mahan Rykiel to provide updates on the Arts and Sciences Complex and

the Campus Development Plan, respectively. Discussion of the Waltersdorf Quad will also be included. [Subsequent to this meeting, the special meeting was scheduled for May 20, 2009.]

Senior Center

The Board briefly discussed the Senior Center, the location of which is currently being hotly debated in the County government. Several Commissioners have rejected the proposed location in downtown Hagerstown, and have proposed it be located on the HCC campus. After much discussion, it was agreed to place this topic on the agenda for the joint meeting with the County Commissioners on April 14. President Altieri will call Greg Murray to get more information prior to the meeting.

Monthly and Special Reports

Personnel Recommendations for March 2009 (ACTION)

Ms. Marriott reported that two regular staff and credit faculty, one temporary staff, six part-time credit instructors, and six part-time non-credit instructors were recommended for hire. Mr. Elliott moved to approve the personnel recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Financial Report as of February 28, 2009 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$23 million, or 81% of the budget. FY09 revenue exceeded FY08 revenue by \$1.7 million. Total expense was \$15.5 million, or 54% of the budget. Total revenue over expense was \$7.6 million compared to \$5.9 million in FY08. For Auxiliary Services, the Bookstore showed an income of \$288,000, Child Care showed a loss of \$23,000, Food Service showed a loss of \$25,000, and the TIC showed an income of \$40,000, for a total income of \$280,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of February 28, 2009 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Improvements to the Master Class Course Schedule

Mr. Haines said a key element in creating and monitoring the master schedule is the availability of data tools which allow academic officers and their staff to analyze scheduling data quickly and accurately. Over the past two years, the Office of the Director of Instruction has, with assistance from the Institutional Research Office, been able to provide academic officers with a Daily Enrollment Report, which they can use to monitor enrollments to maximize scheduling resources.

Employee Training, Including Sexual Harassment Training Update

Ms. Marriott summarized the Sexual Harassment Training for HCC employees. She included an overview of training that has been conducted for employees since December 4, 2004, and current

training practices for various employee groups, including regular exempt, non-exempt, and temporary employees, adjunct faculty, student workers, and continuing education instructors. Additional Sexual Harassment Training has been planned by the HR Department for FY10.

Old Business

GASB 45 (ACTION)

Vice President Barker discussed Governmental Accounting Standards Board Statement 45 (GASB 45), which requires the College to use an accrual based standard for Other Post Employment Benefits. This includes health care benefits including the retiree portion of plans that cover both active employees and retirees. Based on an actuarial study completed by RSM McGladrey, the unfunded actuarial accrued liability (AAL) for Hagerstown Community College was \$8,061,000 and the funded AAL was \$5,634,000. The College's Audit Committee has discussed the issue over the past several months, and recommended that the Board of Trustees approve funding the annual required contribution (ARC). The estimated net cost of funding this liability in FY09 was \$434,000. The funding liability would result in an additional expense of approximately \$170,000. Actuarial studies would be conducted every two years and the ARC adjusted accordingly. The decision to fund or not to fund would be an annual Board decision. Mr. Elliott moved to fund. Mr. Phoebus seconded, and the motion carried unanimously. The Board continued to discuss the issues regarding the creation and management of the required trust. Trust options would be brought to the Board.

New Business

Student and Community Fee Schedule for FY10 (ACTION)

Ms. Cushwa moved to approve the Student and Community Fee Schedule for FY10 as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Fund Balance Designation (ACTION)

It was recommended that the Board approve a General Fund Balance designation in the amount of \$493,600 to cover potential expenditures related to the design of the Performing and Visual Arts Education Center. Mr. Abraham moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

FY09 Budget Adjustment (ACTION)

It was recommended that the Board of Trustees approve the following budget revision to fund needed deferred maintenance projects and the upgrade of the campus network: (1) reallocation of available resources in Plant Operations & Maintenance, \$113,982; (2) reallocation of available resources in Information Technology, \$60,000; (3) reallocation of contingency funds, \$472,659; and (4) reallocation of available resources for Consultants, \$15,000. Mr. Phoebus moved to

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

Auditing Services for FY09 (ACTION)

It was recommended that the Board of Trustees approve the appointment of Albright, Crumbacker, Moul & Itell, LLP to conduct the FY09 audit. The anticipated fee structure was \$35,300 for the College and \$4,800 for the Foundation. These fees represented a 3.8% and 6.7% increase over FY08, respectively. Vice President Barker said the Foundation was in agreement with this recommendation. Mr. Phoebus moved to approve as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Review of Communicable Disease Policy

President Altieri discussed the Communicable Disease policy, drafted by the Student Affairs Governance committee to better address the issues surrounding the possible outbreak of communicable disease, and the privacy rights of students guaranteed by HIPAA (Health Insurance Portability and Accountability Act). The draft policy was reviewed by the College's legal counsel, Jeanne Singer, who recommended a slight change in language in the second paragraph to indicate the College could set a higher standard than that recommended by the Health Department. The final policy will be submitted to the Board for action at the April 14 meeting.

Board Chair Appointment to the Waltersdorf Quad Steering Committee

Chair Brooks appointed Trustee Richard Phoebus to serve as the Board of Trustees representative on the Waltersdorf Quad Steering Committee. Mr. Phoebus accepted the appointment.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 4:15 pm.

The next regularly scheduled meeting will be held on Tuesday, April 14, 2009, in the Administration and Student Affairs Board Room, immediately following the joint meeting with the County Commissioners, which will be held in CPB-213.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary

GA/bwr