

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
April 14, 2009***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 14, 2009, in the Administration and Student Affairs Building Board Room, beginning at 12:30 pm. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Jennifer Fisher – Director, Admissions, Records and Registration
Gerald Haines – Director of Instruction
Gloria Hughes – Enrollment Assistant
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Joseph Marschner – Chair, Faculty Assembly
Robert Myers – Director, Athletics, Physical Education, and Leisure Studies
Judith Oleks – Vice President, Academic Affairs
Don Reiff – Interim Director, Facilities Management and Planning
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Andrew Smith – President, SGA
Elizabeth Stull – Director, Public Information / Government Relations

Call To Order

Chair Brooks presided and convened the regular meeting at 12:39 pm.

Joint Meeting with County Commissioners Schedule Change

President Altieri said that the joint meeting with the County Commissioners had been rescheduled to April 28, 2009, due to a death in John Barr's family.

Adjournment to Closed Session

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

Re-convene Open Session

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:50 pm. In closed session, the Trustees discussed three (3) 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) Board administrative matter. Present during closed session were Trustees Carolyn Brooks, Patricia Cushwa, Merle Elliott, Margaret Hetzer, Richard Phoebus, and Gregory Snook. President Altieri, Vice President Oleks, and Director Marriott were also present.

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

Mr. Snook moved to approve the March 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 Academic Affairs and Institutional Advancement. He reminded everyone the Donor Recognition Reception would be held on April 22, 2009 in the Merle S. Elliott Continuing Education and Conference Center, and the Volunteer Recognition would be held on April 24, 3:00 – 5:00, in the College Center.

Waltersdorf Tribute Quad

After some initial reluctance, John Waltersdorf accepted the proposal for the Waltersdorf Tribute Quad, which will be partially funded by the Mabel Walters Arboretum Fund. The Quad will not

take final form until the Arts and Sciences Complex is complete. Mr. Waltersdorf expressed interest in personally serving on the Steering Committee as a representative for the Waltersdorf family.

Visual and Performing Arts Education Center (Kepler Theater) Renovation Project

President Altieri said the response to the RFP for Expression of Interest for the renovations to Kepler Theater was strong, with thirty-three (33) firms submitting proposals. HCC staff would make the first round evaluation, identifying the top eight to ten firms. The Kepler Architect Review Committee, comprised of President Altieri, Gregory Snook, Richard Phoebus, and Margaret Hetzer, would make the second round evaluation, narrowing the field to the top four or five firms that would be invited to meet and present their concepts to the Committee. It is expected that a recommendation could be brought to the full Board for approval at the June 23, 2009 Board meeting.

Monthly and Special Reports

Personnel Recommendations for April 2009 (ACTION)

Ms. Marriott reported that one regular staff and credit faculty, two staff promotions, six internships, six part-time credit instructors, and three part-time non-credit instructors were recommended for hire. Five employees left the College. Mr. Snook moved to approve the personnel recommendation as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Financial Report as of March 31, 2009 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$27.7 million, or 95% of the budget. FY09 revenue exceeded FY08 revenue by \$2.2 million. Total expense was \$17.6 million, or 61% of the budget. Total revenue over expense was \$10 million compared to \$8.2 million in FY08. For Auxiliary Services, the Bookstore showed an income of \$274,000, Child Care showed a loss of \$12,100, Food Service showed a loss of \$36,700, and the TIC showed an income of \$30,600, for a total income of \$255,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of March 31, 2009 as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

College Athletics and the Growth of the Physical Education Curricula

Mr. Myers provided an overview of the College's athletic program and the leisure studies curriculum. In summarizing the results of the 2008 women's and men's athletic programs, Mr. Myers pointed out that HCC was presented with the 2008 Maryland JUCO Presidents' Cup, which is awarded annually to the one program within the Conference that displays excellence in athletics, academics, and sportsmanship.

Veterans' Educational Benefits

Ms. Hughes discussed the various educational benefits available to military personnel and/or veterans, including The Post 9/11 GI Bill, Montgomery GI Bill, Reserve Education Assistance Program, Survivors' and Dependents' Education Assistance Program, and Vocational Rehabilitation & Employment Program Services. Eighty-one veterans are currently registered for classes in the spring 2009 semester.

Old Business

Communicable Disease Policy (ACTION)

President Altieri said that since the Board reviewed the proposed Communicable Disease Policy at the March 17, 2009 meeting, the language was reviewed by the College's legal counsel. Upon her advice, a clause was added to the policy giving the College the right to impose stricter standards than those recommended by the reporting health department. Mr. Phoebus expressed some concern with the language of the policy and the procedures that would be used for dealing with potential cases. Mr. Snook moved to approve the policy as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

New Business

Approval of May Candidates for Certificates and Degrees (ACTION)

Mr. Phoebus moved to approve the May candidates for certificates and degrees as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Library Development Policy (ACTION)

Mr. Phoebus moved to approve the Library Development Policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Free Speech and Peaceful Demonstration Policy

As co-chairs of the Administrative and Information Technology governance committee, Vice President Barker and Professor Marschner discussed the proposed policy dealing with free speech and peaceful demonstration on campus. Ms. Barker said the Committee reviewed approximately ten policies in place at other colleges and drew from various sections that seemed an appropriate fit for HCC. The Board expressed concern about the beliefs and the message of the speakers and groups that could come to campus. President Altieri pointed out that an educational institution encourages independent and critical thinking of its students, and academic freedom for faculty, so free speech is a volatile topic on a college campus. The recent incident at the University of Maryland, in which multiple attorneys could not reach consensus on the legalities of allowing the showing of a pornographic movie on campus, emphasizes the difficulty of finding the perfect and legal solution. President Altieri pointed out that the College currently

has no written policy governing this issue and measures need to be taken to fill that gap. The proposed policy will be reviewed by legal counsel prior to presentation for Board action at a future meeting.

Cultural Diversity Plan (ACTION)

Dean Macht discussed the Cultural Diversity Plan, which is required to be submitted to MHEC by August 2009. The Plan presents the current diversity data for staff, faculty, and students, and discusses specific plans for increasing the diversity at all levels. Student minority enrollment has increased from 11.5% in 2005 to 13.6% in 2008, keeping pace or exceeding the rise in minority population in the County. The College continues to review and adjust ways in which minorities can be attracted to faculty and staff positions, such as advertising positions in minority publications and attending job fairs at traditionally African-American institutions. MHEC requires that the Plan include a section on hate crime reporting. The process for reporting crime statistics on a college campus is defined under Title 10, Subtitle 3 of the Criminal Law Article and consistent with federal requirements under 20 U.S.C. 1092(f), known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics. Since the implementation of the Jeanne Clery Disclosure Act, HCC has had no reportable incidents of any hate crimes. Mr. Elliott moved to approve the Cultural Diversity Plan as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Student Credit Tuition for FY10 (ACTION)

Annually, the College administration evaluates credit tuition rates as part of projected revenue for the operating budget for the next fiscal year. Included in this evaluation are the desire to keep the cost affordable, and to implement incremental increases in order to avoid large increases every couple of years. Therefore, it was recommended that the student credit tuition rate for FY10 be raised by \$2.00 per credit hour for county, \$2.00 per credit hour for out-of-county, and \$4.00 per credit hour for out-of-state. The out of county and out of state recommended increases satisfy the minimum statutory requirement. President Altieri said that a number of community colleges are instituting higher tuition increases for FY10, which would ultimately drop HCC below the average tuition and fee rates for full-time, in-county students. Mr. Snook moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Continuing Education Tuition & Fees for FY10 (ACTION)

Mr. Snook moved to approve the Continuing Education Tuition and Fees for FY10 as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Faculty Promotion and Tenure for FY10 (ACTION)

Vice President Oleks said of the thirteen positions submitted for faculty promotion or tenure for FY10, ten were recommended for approval based on outcomes of detailed position assessments.

Mr. Phoebus moved to approve Faculty Promotion and Tenure for FY10 as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Staff Reclassifications for FY10 (ACTION)

Ms. Marriott said of the seven positions submitted for reclassification, four were recommended for approval based on outcomes of detailed position assessments. Mr. Phoebus moved to approve Staff Reclassifications for FY10 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:57 pm.

The next regularly scheduled meeting will be held on Tuesday, May 26, 2009, in the Administration and Student Affairs Board Room. A special meeting will be held Wednesday, May 20, 2009, to provide an architectural update on the Arts and Sciences Complex and the Visual and Performing Arts Education Center (Kepler Theater).

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr