

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
May 26, 2009*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 26, 2009, in the Administration and Student Affairs Building Board Room, beginning at 11:00 am. In attendance:

Board Members

Austin S. Abraham
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
James Cannon – Director, Continuing Education
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Joseph Marschner – Chair, Faculty Assembly
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 – Outgoing President, SGA
Elizabeth Stull – Director, Public Information / Government Relations
Joshua Wallech – Vice President, SGA

Call To Order

Chair Brooks presided and convened the regular meeting at 11:01 am.

Adjournment to Closed Session

Mr. Elliott moved to adjourn to closed session to discuss several personnel issues, one issue relating to HCC property, and exercise executive function privilege. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:30 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, two (2) issues relating to the HCC property, and one (1) Board administrative matter. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Margaret Hetzer, Richard Phoebus, and Gregory Snook. President Altieri, Vice President Barker, Commissioner President John Barr, and County Administrator Greg Murray were also present.

Approval of Minutes (April 14, 2009 Closed and Regular; April 28, 2009 Joint and Regular) (ACTION)

Mr. Phoebus moved to approve the April 14, 2009 and April 28, 2009 meeting minutes as submitted. Ms. Hetzer seconded, and the motion carried by majority vote. Mr. Abraham abstained from voting since he had not been present at the April 14 meetings.

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

The outgoing Student Government Association President, Andrew Smith, thanked everyone for a wonderful experience. He introduced the SGA Vice President, Joshua Wallech, who 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; Planning, Governance, and Institutional Effectiveness; and Institutional Advancement. He reminded everyone that the Foundation Annual Dinner would be held on June 4 at 6:00 pm in CPB 212 and 214. Please RSVP to Lieba Cohen if you plan to attend.

Ad Hoc Student Behavioral Intervention Committee Report

President Altieri said that the Ad Hoc Student Behavioral Intervention Committee, comprised of Jaime Bachtell, Dr. Thomas Beecroft, Dr. Vaughn Crowl, Henry Gautney, Dr. Donna Rudy, and Andrew Smith, was charged with crafting an efficient and effective response system to address

all reported instances of perceived or real “aberrant, dangerous, or threatening student behavior.” Behaviors would be identified as mild, moderate, or high risk without stigmatizing or negatively profiling students with mental health issues. The plan would be used as a tool to identify and intercede before a student’s problem escalated and became more difficult to manage. Thanks to the Committee members for their fine work on this plan.

Review Tentative Board Meeting Dates for FY10

President Altieri asked the trustees to review the proposed Board meeting dates for FY10. Final action will be taken at the June 23, 2009 meeting.

Progress on the Search for a Facilities Director

The College received forty applications for the Facilities Director position. The Search Committee has narrowed the field to four candidates, who will be interviewed in the next few weeks.

Selection of Architectural Firm for Visual and Performing Arts Education Center (Kepler Theater) Renovation Project

The Selection Committee will interview the four finalists May 27 and May 29. A final recommendation will be brought to the Board in June.

Monthly and Special Reports

Personnel Recommendations for May 2009 (ACTION)

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

Financial Report as of April 30, 2009 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$28.3 million, or 97% of the budget. FY09 revenue exceeded FY08 revenue by \$2.2 million. Total expense was \$19.9 million, or 68% of the budget. Total revenue over expense was \$8.4 million compared to \$7 million in FY08. For Auxiliary Services, the Bookstore showed an income of \$265,000, Child Care showed a loss of \$10,000, Food Service showed a loss of \$41,000, and the TIC showed an income of \$39,000, for a total income of \$254,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of April 30, 2009 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Annual Continuing Education Report

Director Cannon discussed the Continuing Education program, which achieved a 2.7% increase in FTE and a 1.7% increase in enrollment over fiscal year 2007, marking the fourth consecutive

year of growth in these two indicators. Mr. Cannon said the Merle S. Elliott Continuing Education and Conference Center hosted its first seminar on Sunday, March 1, 2009. Between March 1 and May 30, 2009, forty-six seminars, meetings, and special events, drawing 1,500 attendees, were held in the new conference center. It has been determined that some adjustments need to be made to pipe the audio into all five conference rooms simultaneously, but generally the equipment has worked fine. The Valley Mall location is a favorable site due to its proximity to I-81, and the opportunity it provides for walk-in enrollments. The new lease proposal with the Valley Mall is very good.

Old Business

Approve FY10 Plan and Operating Budget (ACTION)

Vice President Barker discussed the FY10 Plan and Operating Budget of \$31 million, which represents a 7% increase over the FY09 adjusted budget. Mr. Elliott moved to approve the FY10 Plan and Operating Budget as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

New Business

Employee Benefits for FY10 (ACTION)

Mr. Elliott moved to approve the recommendation to change the stop loss carrier from Optum to Majestic effective July 1, 2009. Mr. Abraham seconded, and the motion carried by unanimous vote.

Salary Scale and Midpoint Adjustment for FY10 (ACTION)

It was recommended that the Board of Trustees approve a 2% increase to staff and faculty salary scales, and a 3% adjustment to midpoint for FY10. Ms. Cushwa moved to approve the recommendation as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Pay Rate Schedule for Temporary and/or Grant-funded Positions and Additional Assignments for FY10 (ACTION)

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

Carry Over Vacation Policy (ACTION)

Ms. Marriott said the recommended Carry Over Vacation Policy was designed to make past practice an official policy. The calculation of allowable carry over days for those employees working non-standard shifts would be clarified in the administrative guidelines. Mr. Phoebus moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Policy for Use of Criminal Background Checks (ACTION)

Vice President Barker discussed the Use of Criminal Background Checks policy. Criminal background checks are a required part of specific academic or employment processes, which are published and uniformly implemented. For instance, students whose academic programs include clinical work and employees in the Children's Learning Center must pass a criminal background check. The administrative guidelines for this policy will more fully clarify the scenarios and the processes by which the policy will be implemented. Officer Gautney is researching the guidelines in use at other police departments as a model for HCC's guidelines, which will be submitted for review at the September 2009 Board meeting. Mr. Phoebus moved to approve the Use of Criminal Background Checks policy 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 3:21 pm.

The next regularly scheduled meeting will be held on Tuesday, June 23, 2009, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr