

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
June 23, 2009*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 23, 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  
Margaret E. Hetzer  
Merle S. Elliott  
Richard W. Phoebus, Vice-Chair  
Gregory I. Snook

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Jennifer Haughie – Director, Admissions, Records, and Registration  
Barbara Macht – Dean, Planning and Institutional Effectiveness  
Donna Marriott – Director, Human Resources  
Joseph Marschner – Chair, Faculty Assembly  
Don Reiff – Interim Director, Facilities Management and Planning  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean, Student Affairs  
Elizabeth Stull – Director, Public Information / Government Relations  
Joshua Wallech – Vice President, SGA

**Call To Order**

Chair Brooks presided and convened the regular meeting at 12:01 pm.

**Adjournment to Closed Session**

It was moved, seconded, and approved 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 2:10 pm. In closed session, the Trustees discussed 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 Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Margaret Hetzer, Richard Phoebus, and Gregory Snook. President Altieri was also present.

### **Approval of Minutes (May 20, 2009 Closed and Regular; May 26, 2009 Closed and Regular (ACTION)**

Mr. Snook moved to approve the May 20, 2009 closed and regular meeting minutes and May 26, 2009 closed and regular meeting minutes as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

### **Report from Campus Groups**

#### ***Faculty Assembly***

Since Faculty Assembly had not met since the last Board of Trustees meeting, Professor Marschner had nothing new to report.

#### ***Student Government Association***

Joshua Wallech reported on recent SGA events and briefly discussed those planned for the future. The SGA Officers' retreat was recently held at Mt. Aetna camp grounds, where the outgoing and incoming officers discussed SGA issues and exchanged ideas for future events.

### **President's Report**

#### ***Board Briefing Summary***

President Altieri discussed the highlights in Student Affairs, Facilities and Grounds, and Planning and Institutional Effectiveness.

#### ***Key Campus Events for FY10***

It was noted that the date for the Faculty/Staff Year-end Picnic is still tentative. Any changes to the Key Campus dates for FY10 will be published as they occur.

#### ***Progress on the Search for a Facilities Director***

The Search Committee has narrowed the field of forty applicants to four strong candidates, who were invited individually to campus to interview with the Search Committee and meet the

College community at an open forum. One additional candidate has been identified and is scheduled to be interviewed next week. A number of candidates have done LEED work. An engineering background, planning experience, and the ability to guide the College through State requirements are key factors in selecting the next Facilities Director.

### ***Update on the Emergency Services Training Facility***

President Altieri discussed the latest developments in locating the Emergency Services Training Facility on HCC property. He said that HCC's proposed role would be providing the credit portion of the training, while the University of Maryland would continue to fund and provide the non-degree training, as they do now. The Hagerstown Police would like to have the Police Academy training offered for credit on HCC's campus. Additional meetings have been scheduled with representatives from the local fire and police agencies to continue to explore the various aspects of this proposed project. The Board will be updated as discussions progress.

### ***MACC 2009 Annual Report and Strategic Plan Progress Report***

President Altieri briefly discussed the MACC 2009 Annual Report and Strategic Plan Progress Report. Operational and CIP funding levels from the State were the major focus during the 2009 legislative session. Mr. Snook pointed out that since State revenues for income tax, sales tax, and corporate tax were down, more cuts to the state budget could probably be expected.

### **Monthly and Special Reports**

#### ***Personnel Recommendations for June 2009 (ACTION)***

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

#### ***Extension of President Altieri's Contract (ACTION)***

Based on the Board's thorough review of President Altieri's performance and the success of the College under his leadership since 2002, Mr. Elliott moved to extend his current contract through June 2013. Mr. Phoebus seconded, and the motion carried by unanimous vote.

#### ***Financial Report as of May 31, 2009 (ACTION)***

Vice President Barker reported that total revenue for the reporting period was \$28.7 million, or 99% of the budget. FY09 revenue exceeded FY08 revenue by \$2.2 million. Total expense was \$21.8 million, or 75% of the budget. Total revenue over expense was \$6.9 million compared to \$5.3 million in FY08. For Auxiliary Services, the Bookstore showed an income of \$276,000, Child Care showed a loss of \$12,000, Food Service showed a loss of \$41,000, and the TIC showed an income of \$48,000. Total income for Auxiliary Services was \$270,000 compared to \$142,000 for the same period in FY08. Mr. Phoebus moved to accept the financial report as of May 31, 2009 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

### ***Summer Enrollment Report***

Ms. Haughie reported that total headcount for summer 2009 was up 21.7%, and total FTE was up 24.5%. Minority enrollments continued to grow, up 29.7%. Full time students were up 45.1%. This growth trend is expected to continue, placing even greater demands on current capacity, faculty, and staff.

### **Old Business**

#### ***Finalize Board Meeting Dates for FY10 (ACTION)***

Mr. Elliott moved to approve the recommended Board meeting dates for FY10 as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

### **New Business**

#### ***End of Year Budget Transfers for FY09 (ACTION)***

Vice President Barker said it was recommended that the Board of Trustees approve a reallocation of \$150,005 of contingency funds to cover: (1) \$112,138 for expansion/upgrade of the Mac Lab, (2) \$8,700 for miscellaneous software, (3) \$22,270 for additional Datatel licenses, (4) \$6,315 for replacement printers, and (5) \$582 for minor line item adjustments. It was also recommended that insurance costs of \$15,000 be realigned from Property and Liability to Unemployment insurance. Mr. Elliott moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

#### ***Fund Balance Designation (ACTION)***

It was recommended that the Board of Trustees designate \$3,461,657 of the General Fund Balance as follows: (1) \$234,953 for the Career Programs Building/Loop Road Project, (2) \$433,104 for potential health care claims liability, (3) \$493,600 for architectural/engineering services for the Performing and Visual Arts Education Center, and (4) \$2.3 million for expanded parking. Mr. Elliott moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

#### ***Approval of Architectural Selection for the Performing and Visual Arts Education Center (Kepler) Renovations (ACTION)***

President Altieri said that the Performing and Visual Arts Education Center (Kepler) Architect Selection Committee narrowed the proposals received from thirty-three firms down to four firms who were interviewed on campus. The Committee recommended the top two Architect/Engineer finalists be ranked as follows: 1) Cho Benn Holback & Associates, Inc., and 2) CSD Associates. It was further recommended by the Committee that the administration begin fee negotiations with the first ranked firm, and that the administration finalize a contract with one of these two firms, proceeding in rank order as recommended by the Selection Committee, that included total

design and engineering fees not to exceed the planned budget for these services. Committee member Snook expressed concern regarding the recommendation to award the bid to Cho Benn versus CSD. President Altieri provided an explanation why he recommended to the Committee, and to the full board, that the bid be awarded to Cho Benn. As part of his rationale, he pointed out that reference checks on both firms, while all positive, seemed to point more favorably toward Cho Benn Holback. Mr. Snook cautioned that diligence would be needed in negotiating the reimbursable expenses, since they were not included in the original bid. Mr. Elliott moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by majority vote. Mr. Snook was opposed.

***Identity Theft Prevention Program (ACTION)***

Vice President Barker said the Federal Trade Commission and the federal financial institution regulatory agencies published the final rules on identity theft “red flags” and address discrepancies, implementing sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003. The final rules require each financial institution and creditor that holds any consumer account, or other account for which there is a reasonably foreseeable risk of identity theft, to develop and implement an Identity Theft Prevention Program for combating identity theft in connection with new and existing accounts. Compliance is required by August 1, 2009. In response to this requirement, an Identity Theft Prevention Program was drafted for Board review. Vice President Barker said that many of the steps included in the program have been in practice for some time. Mr. Abraham requested that the last paragraph on page 3 entitled, “Employee Background Report Requests” be removed from the document. It could be included in the procedures and guidelines that will be written to supplement the program. Mr. Elliott moved to approve the Identity Theft Prevention Program with the noted revision. Mr. Abraham seconded, and the motion carried by unanimous vote.

***Board Re-organization (ACTION)***

In accordance with Article IV of the Constitution and By-laws, Chair Brooks turned the meeting over to President Altieri to conduct an election for the office of chair for FY10. Ms. Brooks was the sole nomination. Mr. Elliott moved to close the nominations. Ms. Hetzer seconded, and Ms. Brooks was elected Chair by acclamation.

Ms. Brooks assumed chairmanship of the meeting. Mr. Elliott nominated Mr. Phoebus to serve as Vice-chair. Mr. Phoebus was the sole nomination. Mr. Elliott moved to close the nominations. Mr. Snook seconded, and Mr. Phoebus was elected Vice-chair by acclamation. Chair Brooks added that the Board acknowledges that President Altieri will serve as Secretary/Treasurer in accordance with Section 16-202 under Subtitle 2 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

**Trustee Remarks**

Mr. Elliott said that John Waltersdorf's daughter, Grayson Oldfather, will serve as the family's representative on the Waltersdorf Quad Committee. Both John and Grayson are very supportive of the tribute. In response to a question regarding the timeline, Dr. Altieri said that the first phase Quad improvements will be completed when the STEM building is complete in approximately two years.

**Adjournment to Closed Session**

There being no further business or discussion in the open meeting, it was moved, seconded, and approved at 4:16 pm to adjourn to closed session to discuss personnel and property issues, Board administrative matters, and to exercise executive function privilege.

The next regularly scheduled meeting will be held on Tuesday, September 22, 2009, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr