

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Special Meeting  
September 1, 2009*

A special meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 1, 2009, in the Administration and Student Affairs Building Board Room, beginning at 10:30 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  
Henry Gautney – Campus Police Chief  
Carolyn Hoover – Executive Assistant  
Donna Marriott – Director, Human Resources  
Barbara Roulette – Recording Secretary  
Robert Spong – Director, Facilities Planning and Management  
Elizabeth Stull – Director, Public Information / Government Relations

**Call To Order**

Chair Brooks presided and convened the regular meeting at 10:31 am.

**Adjournment to Closed Session**

It was moved, seconded, and approved to adjourn to closed session to discuss property issues and exercise executive function privilege.

**Re-convene Open Session**

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 12:03 pm. In closed session, the Trustees discussed two (2) property issues. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa (via phone),

Merle Elliott, Margaret Hetzer, Richard Phoebus, and Gregory Snook. President Altieri, Vice President Barker, and Director Spong were also present.

## **President's Report**

### ***Enrollment Report***

President Altieri discussed current enrollments. Total headcount was up 18.8% with total FTE up 18.1%. Minority enrollments continued to grow, up 25.5%. Currently 80% of students registered online. President Altieri said that the enrollment increases could be attributed to a higher percentage of students attending college, as well as the depressed economy.

### ***State Funding Cuts***

In the latest round of state budget cuts, community college allocations were cut \$11.5 million. The Governor chose a 5% across the board cut to county aid in lieu of applying the cuts through the Cade formula. Some of the colleges have challenged this decision. This current reduction will affect HCC by \$360,646. Vice President Barker informed the college community via email that travel and professional development expenditures would be tightened, and vacant positions would be closely evaluated before being filled. A second round of state budget cuts are expected in December.

### ***Guidelines for HCC Campus Police Department***

Trustee Cushwa joined the meeting in person at 12:30 pm.

Vice President Barker and Chief Gautney discussed the guidelines that would govern the daily operations for the HCC Campus Police Department. The guidelines will be submitted to the Board for approval at the September 22, 2009 Board meeting. Legal review will be complete by that date. In drafting the guidelines, Chief Gautney researched other community colleges and police departments, and used the guidelines prepared by the state of Maryland as a template. Chief Gautney said that while the authority of the campus police stops at the boundary of the College, the officers may pursue a suspect beyond that boundary. Campus police vehicles are equipped to transport prisoners to central booking. All police officers are required to be trained in the use of firearms, and Chief Gautney would like to add tasers to the list of available weapons, as well. Vice President Barker will confirm that the College's insurance liability will not be adversely affected by arming the police officers. Mr. Elliott requested that under the Use of Force section, the word "only" be moved to after "authorized," so that the sentence reads, "The use of deadly force is authorized only under the following circumstances." Mr. Abraham requested that the chain of command be included in the guidelines.

### ***Selecting the Design/Build Firm for Expanded Parking (ACTION)***

Trustee Hetzer left the meeting for this topic. Mr. Snook moved to approve the recommendation to award the design-build contract for a 450-space parking lot expansion to C. William Hetzer,

Inc. in the amount of \$1,566,450. Mr. Elliott seconded. A roll call vote was conducted, with the following results: Mr. Snook – aye, Mr. Elliott – aye; Mr. Phoebus – aye; Ms. Cushwa – aye; Mr. Abraham – aye. Trustee Hetzer was not present. The motion was carried by unanimous vote.

### ***Waltersdorf Quad***

Trustee Hetzer re-joined the meeting. President Altieri discussed the plans for the Waltersdorf Quad, which would include seating walls, pathways, and gathering areas. The estimated cost for the first phase work to remove rock and regrade the pathway around the quad was about \$300,000. He recommended that the College submit a design-build RFP for the excavation and pathways to begin in spring or summer 2010, before the modifications to the classroom and science buildings begin. Trustee Snook felt that the actual cost would be significantly higher than the projected cost because of the required excavation, and tying it in with another project would be more cost effective. The stone walls would also be very costly. After much discussion, President Altieri will work with Tom McGilloway at Mahan Rykiel to determine design cost estimates and phasing, which will be presented at a future meeting.

### **Adjournment**

There being no further business or discussion, it was moved, seconded, and approved to adjourn the special open session at 1:53 pm.

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