

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Business Meeting
September 22, 2009***

A regular meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 22, 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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Cynthia Dove – Asst. Professor, Anatomy & Physiology/Microbiology
Trudy Gift – Professor, Information Systems Technology
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Joseph Marschner – Chair, Faculty Assembly
Judith Oleks – Vice President, Academic Affairs
Ethan Reynolds – President, SGA
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Robert Spong – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations

Guests

Carolyn Hill

Call To Order

Chair Brooks presided and convened the regular meeting at 12:18 pm.

Luncheon Discussion

Review Challenges Associated with HCC's Enrollment Increases

President Altieri, Vice President Oleks, and Dean Rudy discussed the various challenges presented by HCC's continued growth in the face of state, and possibly county, funding cuts for FY10 and beyond. The areas discussed were instructional space and equipment, instructional delivery, and student services support. Additional funding sources, such as federal grant dollars, are also being pursued. Staff re-allocations and/or reductions will be evaluated as needed.

Lunch with Carolyn Hill

President Altieri welcomed Carolyn Hill, who obtained her GED diploma last year at the age of 85. Her determination to achieve her dream serves as an inspiration for anyone who might have thought their age was a deterrent to achieving more. A scholarship in Ms. Hill's name has been established and will be formally announced in the President's Report section of the business portion of the meeting.

Approval of Minutes

Mr. Phoebus moved to approve the June 23, 2009 closed and regular meeting minutes, and the September 1, 2009 closed and regular meeting minutes as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Board Chair Annual Appointments

Chair Brooks made the following appointments for FY10: 1) Mr. Elliott (Chair), Mr. Phoebus, and Mr. Snook to the Audit Committee; 2) Ms. Hetzer as the HCC Foundation Liaison; 3) Ms. Brooks, Mr. Phoebus, and Mr. Abraham to the Ad Hoc Campus Development Plan Committee; 4) Ms. Cushwa as Board self-evaluation coordinator; 5) Ms. Brooks and Mr. Phoebus as MACC Representatives; and 6) Mr. Elliott and Mr. Phoebus to the Waltersdorf Quad Steering Committee.

Reports from Campus Groups

Student Government Association

Ethan Reynolds, President of the SGA, discussed the current SGA activities and the plans for future events. He hopes to build interest and membership in the SGA during his tenure as president.

Faculty Assembly

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

President's Report

Board Briefing Summary

President Altieri summarized events in Student Affairs; Academic Affairs; Public Information; Administration and Finance; Planning, Governance and Institutional Effectiveness; Institutional Advancement; and Technical Innovation.

Carolyn Hill Scholarship

President Altieri outlined the criteria for receipt of the Carolyn Hill Scholarship, which will be funded through the Opportunity Fund. Candidates must be at least 72 years of age and pursuing a first time college degree. The recipient(s) of this scholarship will be identified by the HCC Opportunity Fund working group, with concurrence from the president's office.

Biotechnology Program Press Conference

President Altieri briefly discussed the press conference that was held on August 13, 2009 featuring the biotechnology program. The 2009 summer institutes for students and teachers, both funded by a BRAC grant, were well attended and well received. InnovaBio-MD, a corporate/education partnership to support the biotech industry, began operation in the TIC wet labs in August 2009. Dr. Ricky Ulrich, a PhD-level research scientist, serves as director.

"Colleges will see a decline in megagifts, experts predict"

President Altieri briefly discussed this article that was published in the Chronicle for Higher Education. Experts are predicting that as the economy recovers it will remain weak, and in the gift giving pyramid, fewer megagifts (\$1 million plus) will be available. Fund raisers will need to shift their focus to those who give between \$100,000 and \$999,999. This group could grow from the current 4% of the donors giving 25% of the money raised to 9% of donors contributing 40% of the campaign total.

Board Meeting Topics for FY10

President Altieri briefly discussed the proposed Board meeting topics for FY10. As the year progresses, topics will be added, revised, and/or moved to another date as circumstances dictate.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report as of August 31, 2009 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$10.9 million or 35% of the budget. FY10 exceeded FY09 by \$990,000. Total expenses were \$3.4 million or 11% of the budget. Total revenue over expense was \$7.5 million compared to \$6.8 million in FY09. For Auxiliary Services, the Bookstore showed a profit of \$154,000, Child Care showed a loss of \$6,300, Food Service showed a loss of \$3,600, and the TIC showed an income of \$11,000, for a total income of \$155,600 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of August 31, 2009 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Vice President Barker will break out the revenue generated from rental of the TIC wet labs beginning in September 2009. The Audit Report for FY09 is in progress, with the consolidation of the Foundation and College reports yet to be completed.

Student Learning Outcomes Assessment (SLOA) Report

Dr. Cynthia Dove and Trudy Gift discussed the Student Learning Outcomes Assessment (SLOA) Report for 2008-2009. The SLOA Leadership Team is composed of Vice President Oleks and five faculty facilitators who serve as academic liaisons: Cindy Dove, Trudy Gift, Andrew Keyser, Amanda Skjeveland, Jeanine Stonestreet, and Patricia Williams. The purpose of SLOA is to measure student learning at the program, course, and general education levels. Faculty examines data obtained from assessment instruments to insure that course and program outcomes are being met. Teaching and learning are continuously modified and improved as a result of this process. Faculty are completing Courses Outcome Guides (COGs) and/or Program Outcomes Guides (POGs) to report their progress in student learning outcomes assessment. The SLOA work is required in order for HCC to maintain Middle State accreditation.

Old Business

Traffic, Parking, and Communication Plan

President Altieri discussed the traffic, parking, and communication plan that was designed to deal with parking plans, campus construction, and construction on the intersection of the Dual Highway and Oak Ridge Drive. Web site notice will provide alerts regarding construction and alternate routes, and full-page statements about campus and local traffic will be included in the printed class schedules for spring 2010, summer 2010, and fall 2010.

CIP Projects Timeline

President Altieri discussed the timeline for CIP projects. The funding for the STEM building, the Learning Center, and the Classroom building is in place. It was noted that since construction is not in high demand in this economic downturn, requesting bids for these projects should be beneficial to the College.

Campus Police Department Policy (ACTION)

When the state of Maryland legislature passed House Bill 361, which recognized the HCC campus police as a law enforcement agency, the state required the adoption of certain standards and regulations regarding the operation of the police force. Vice President Barker pointed out that all policies and guidelines pertaining to the HCC Police Department would align with existing College policies, the Law Enforcement Officer's Bill of Rights, and the requirements set forth by the Maryland Police Training Commission. Members of the Campus Police/Security and Safety Office and members of the Student Patrol would be under the direct supervision of the Chief of Police, who reports to the Vice President of Administration and Finance. Officer Gautney said that the policy should be accepted by the state of Maryland with no problem. Mr. Elliott moved to approve the policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

New Business

Planning Priorities for FY11

President Altieri discussed the institutional planning priorities for FY11, which included: 1) Continuation of the Curriculum Excellence Project, 2) Student Attrition Reduction and Increased Program Completion Rates, 3) Raising Funds to Equip the New Arts and Sciences Spaces, 4) Continue to Enhance Web Based College Marketing, Student Services and Instructional Delivery and Support, 5) Implement a Special Employee Professional Development Initiative ("Closing the Gap") and Continue to Enhance the Faculty and Staff Recognition Systems, 6) Update, Revise, and Extend the Strategic Plan to 2016, 7) STEM Programming and Related Economic Development, 8) Integration of Literacy Education and Short-term Job Training, 9) Revenue Enhancement and Cost-Benefit Assessments, and 10) Marketing HCC as a New Century College. These ten institutional priorities will be the areas in which funding will be focused for FY11. Unit planning meetings for FY11 began in mid-September.

Approval of Volunteer Corps Members (ACTION)

The Board requested to see the volunteer application and the process by which the volunteers are accepted into the College volunteer program. Mr. Phoebus wondered if the authority for decisions regarding employees and volunteers resided with the Board or the President. Mr. Phoebus would be in favor of reviewing the personnel recommendations and volunteer roster, but thinks it should not be a Board function to approve them. The Administration will research the statute in COMAR along with the College attorney.

Mr. Elliott moved to approve the members of the volunteer corps for FY10. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Adjourn to Closed Session

There being no further business or discussion, it was moved, seconded, and approved at 3:35 to adjourn to closed session to discuss College property matters and exercise executive function privilege.

The next regularly scheduled meeting will be held on Tuesday, October 20, 2009, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr