

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Business Meeting  
October 20, 2009*

A regular meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 20, 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  
Merle S. Elliott  
Richard W. Phoebus, Vice-Chair  
Gregory I. Snook

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Thomas Clemens – Professor, History and Political Science  
Gerald Haines – Director of Instruction  
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  
Anne Rich – Interim Director, Grants  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean, Student Affairs  
Robert Spong – Director, Facilities Management and Planning  
Elizabeth Stull – Director, Public Information / Government Relations

**Call To Order**

Chair Brooks presided and convened the regular meeting at 11:07 am.

**Adjourn to Closed Session**

It was moved, seconded, and approved to adjourn to closed session to discuss College property matters, legal review of Board authority, and exercise executive function privilege.

### **Re-convene Open Session**

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:20 pm. In closed session, the Trustees discussed two (2) College property matters and consulted with legal counsel. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Richard Phoebus, and Gregory Snook. President Guy Altieri and Vice President Barker were also present.

### **Approval of Minutes**

Mr. Elliott moved to approve the September 22, 2009 closed and regular meeting minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

### **Reports from Campus Groups**

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

Ethan Reynolds, President of the SGA, discussed the current SGA activities and the plans for future events.

#### ***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, Planning and Institutional Effectiveness, Human Resources, Facilities, Institutional Advancement, and Technical Innovation.

#### ***Draft Agenda for November 13, 2009 Joint Meeting with Washington County Delegation***

President Altieri briefly discussed the draft agenda for the November 13 joint meeting with the Washington County delegation. He noted that five of the eight members of the delegation have confirmed attendance as of this date.

#### ***Upcoming MACC Events***

The MACC Board of Directors Meeting will be held on October 29, 2009, 2:00 – 4:00 pm in the MACC office. The Trustee Chairs and Foundation Board Chairs meeting will be held on November 11, 2009, 9:00 am – 1:00 pm, at Harford Community College.

### ***Continuing Education Dean Position Search***

President Altieri said that at most colleges the position at the head of the continuing education department is a vice president or dean level. With the departure of Jim Cannon and in light of the additional responsibilities for the Conference Center, the director's position for Continuing Education has been re-evaluated and upgraded to a dean position, master's degree required, doctorate preferred. The Board felt this change should be Board approved. Mr. Phoebus moved to approve the revised job description and the upgrade to a dean level as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

### **Monthly and Special Reports**

#### ***Personnel Recommendations (ACTION)***

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

Following up on the Board's request at the September meeting to review the application and approval process for volunteers, Director Marriott said that the Volunteer Coordinator works very closely with Human Resources to assure that the interview process is followed and all necessary paperwork is complete. Vice President Barker said that volunteers are covered under the College's general liability insurance.

#### ***Financial Report as of September 30, 2009 (ACTION)***

Vice President Barker reported that total revenue for the reporting period was \$11.1 million or 36% of the budget. FY10 exceeded FY09 by \$998,000. Total expenses were \$5.7 million or 18% of the budget. Total revenue over expense was \$5.5 million compared to \$4.9 million in FY09. For Auxiliary Services, the Bookstore showed an income of \$233,000, Child Care showed an income of \$8,100, Food Service showed an income of \$3,200, and the TIC showed an income of \$21,000, for a total income of \$265,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of September 30, 2009 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

#### ***FY2009 Audit Report (ACTION)***

Vice President Barker said that the final audited statements would be finalized next week. No major issues were found, and only minor cosmetic type changes would be made. Mr. Elliott moved to accept the FY09 Audit Report as presented. Mr. Abraham seconded, and the motion carried by unanimous vote.

### ***Fall 2009 Enrollment Report***

Enrollment remains strong, with total headcount up 11.7%, total FTE up 14.2%, and minority up 11.3%. With the exception of “In-County Essence students,” which was down slightly from last year, enrollments were up in all reporting categories.

### ***Professor Clemens Sabbatical Report***

Professor Clemens presented Powerpoint slides and discussed working on his book during his sabbatical leave. He worked with primary sources of material, such as letters and diaries, and has incorporated this into assigned projects, encouraging his students to use other sources of research in addition to the Internet.

### ***Annual Grants Update***

Anne Rich presented Powerpoint slides and provided an update on grants, including active grants, pending proposals, and proposals in development, one of which is the New Bridges in Washington County. This grant would serve to provide bridges that would help agency customers and eligible staff access a variety of educational opportunities, including Adult Basic Education and GED preparatory courses, job skills training, and degree-related studies. The U.S. Department of Education could possibly be the funding agency.

### ***Annual Shared Governance Report***

Dean Macht discussed the shared governance report, summarizing the work of the governance committees over the past year, and the policies that have been brought to the Board for approval. She said that the staff have come to accept and support shared governance, and Faculty Chair Marschner concurred that faculty have, as well.

### **Old Business**

#### ***Parking Lot Expansion Project (ACTION)***

It was recommended that the Board authorize the administration to finalize the contract with C. William Hetzer, Inc. to include the supplemental add alternates for Central Lot L Access at \$45,530 and a Pedestrian Walkway to the Amphitheater at \$10,870. This would increase the contract by \$56,400 from \$1,556,450 to \$1,622,850. Mr. Snook moved to approve as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

### **New Business**

#### ***FY11 Academic Calendar (ACTION)***

Mr. Snook moved to approve the FY11 Academic Calendar as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

***FY11 Holiday Calendar (ACTION)***

Mr. Snook moved to approve the FY11 Holiday Calendar as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

***Anti-Discrimination Policy (ACTION)***

President Altieri said that the Student Affairs governance committee worked on an anti-discrimination policy that further elaborates on student conduct, particularly with respect to electronic communication. Recognizing that this policy overlaps the content of several other standing policies, the administration will re-evaluate those areas and recommend revisions and/or deletions as needed. Mr. Elliott moved to approve the policy as submitted subject to legal review. Ms. Cushwa seconded, and the motion carried by unanimous vote.

***Memorandum of Understanding for the Alumni Tower***

President Altieri discussed the draft MOU for the Alumni Tower. The construction of the tower will be done in phases, and much will depend upon the Alumni Association's fund raising efforts. It was pointed out that the phases should be designed so that the Tower does not appear to be unfinished construction. The Board discussed the legal entity of the Alumni Association and how formalized the MOU should be. It was agreed that Attorney Singer should review the final MOU before it is submitted to the Board for approval.

***Letter from Adjacent Landowner***

President Altieri discussed the letter the College received from the representatives of the estate of an adjacent landowner. The letter inquired if the College would be interested in purchasing this seven acre parcel, which fronts Robinwood Drive. The Administration will continue to investigate the options.

**Adjourn**

There being no further business or discussion, the regular meeting was adjourned at 3:56 pm.

The next regularly scheduled meeting will be held on Friday, November 13, 2009, in the Career Programs Building, Room 128C. A joint meeting with the Washington County legislative delegation will be held immediately following at approximately 2:30 pm.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr