

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Business Meeting
November 13, 2009*

A regular meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 13, 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
Merle S. Elliott
Margaret E. Hetzer
Gregory I. Snook

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Debbie Britt – HCC Student
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Joseph Marschner – Chair, Faculty Assembly
Judith Oleks – Vice President, Academic Affairs
George Owens, Jr. – HCC Student
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Robert Spong – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations
Matt Vich – Treasurer, SGA

Call To Order

Chair Brooks presided and convened the regular meeting at 12:15 pm.

Adjourn to Closed Session

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

Re-convene Open Session

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:32 pm. In closed session, the Trustees discussed four (4) College property matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Merle Elliott, Margaret Hetzer, and Gregory Snook. President Guy Altieri, Vice President Barker, and Vice President Oleks were also present.

Introduction of Holiday Card Contest Winners

Ms. Stull said that the holiday card contest is open to all HCC students, but often the graphics design instructors use the contest as a class assignment. Students are asked to submit a design that does not reference, in words or symbols, any specific religion. Mr. George Owens was awarded this year's first place prize, and Ms. Debbie Britt was awarded this year's second place prize. Both students are graphics design majors. Congratulations to both students.

Approval of Minutes

Mr. Snook moved to approve the October 20, 2009 regular meeting minutes as submitted, and the closed meeting minutes with the amendments discussed in closed session. Mr. Abraham seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Matt Vich, Treasurer 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

The President's Report included the Board Briefing Summary, the MACC trustee leadership conference and legislative reception agenda, and the draft agenda for the joint meeting with the HCC Foundation executive committee on December 15, 2009. Oral presentation was omitted in the interest of staying on schedule. Board members were asked to review the materials and indicate if any discussion was necessary.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Mr. Snook asked that a column be added to the personnel recommendation under New Hires indicating "Replacement" or "New Position."

Financial Report as of October 31, 2009 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$14.3 million or 47% of the budget. FY10 exceeded FY09 by \$1.8 million. Total expenses were \$7.9 million or 26% of the budget. Total revenue over expense was \$6.5 million compared to \$5.8 million in FY09. For Auxiliary Services, the Bookstore showed an income of \$218,000, Child Care showed a loss of \$13,000, Food Service showed an income of \$1,100, and the TIC showed an income of \$17,600, for a total income of \$224,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of October 31, 2009 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Old Business

Review of CIP Projects

President Altieri discussed the various stages of the capital improvement projects and the projected completion dates. To get the best value, the bid documents for the Arts and Sciences complex will include the new science building (STEM), the learning center (current science building), and the classroom building. Add alternates with projected costs have been identified. During the construction of the additional parking lots, excess soil will be moved to areas on campus in need of fill. Compaction criteria will be followed.

New Business

Debt Policy (ACTION)

Vice President Barker said that the Maryland state treasurer's office was requiring community colleges, pursuant to Article 95, Section 22F(d) of the Annotated Code of Maryland, to adopt a debt policy that is consistent with the Maryland Constitution, Articles 23A, 24 and 31 of the Annotated Code of Maryland and all other applicable statutes, charters and local laws. Borrowing authority is limited by the applicable provisions of Title 16 of the Education Article of the Annotated Code of Maryland. The deadline for submission to the state was December 1, 2009. Mr. Elliott moved to approve, and Ms. Hetzer seconded. The motion was subsequently withdrawn, with Ms. Hetzer's agreement, as several members of the Board requested additional time to discuss the matter. Mr. Abraham felt that the policy should include the provisions that

the College could incur debt only for emergency situations, and only with the approval of the county. Mr. Elliott moved to table the discussion to the December 15 Board meeting, Mr. Abraham seconded, and the motion to table carried unanimously. Vice President Barker will inform the state that the debt policy is under consideration by the Board.

New Course Fees for FY10 (ACTION)

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

Sabbatical Request for Associate Professor Ashby (ACTION)

Mr. Snook moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Applied Music Instruction Hourly Pay Rate (ACTION)

Mr. Snook moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Students Displaced by Natural Disasters, Revision of Policy 3041 (ACTION)

President Altieri said that current policy 3041, which granted in-county status to students displaced by Hurricane Katrina for academic years 2006 and 2007, was no longer applicable. In order to keep the Policy Manual up to date, the recommended revision would apply the policy to future natural disasters. Mr. Elliott moved to approve the recommendation as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Remarks from Trustees

To allow for adequate discussion, Mr. Snook requested that policies be submitted to the Board at two consecutive meetings, the first time for discussion, and the second time for action.

Adjourn

There being no further business or discussion, the regular meeting was adjourned at 2:26 pm.

The next regularly scheduled meeting will be held on Tuesday, December 15, 2009, in the Elliott Conference Center, Rooms 211 and 213. A joint meeting with the HCC Foundation executive committee will be held immediately preceding the regular meeting.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary