

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Business Meeting  
December 15, 2009*

A regular meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 15, 2009, in the Career Programs Building Conference Center, Rooms 211 and 213, beginning at 2:00 pm. In attendance:

Board Members

Austin S. Abraham  
Guy Altieri, Secretary / President  
Carolyn W. Brooks, Chair  
Merle S. Elliott  
Margaret E. Hetzer  
Richard W. Phoebus  
Gregory I. Snook

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
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

**Call To Order**

Chair Brooks presided and convened the regular meeting at 1:46 pm.

**Approval of Minutes (ACTION)**

Mr. Elliott moved to approve the regular and closed meeting minutes for November 13, 2009 as submitted. Mr. Snook 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 had nothing new to report.

## **President's Report**

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

President Altieri discussed highlights in Student Affairs, Academic Affairs, Facilities, and the Technical Innovation Center.

### ***A Reminder of Upcoming Events***

President Altieri reviewed the dates and times for upcoming events in January 2010. He pointed out that the Pinning ceremony for the first January-start nursing class will be held on January 8, 2010 at 7:00 pm in Kepler Theater. Trustees were asked to rsvp their attendance to the President's office. The MACC Trustee Leadership Conference and Legislative Reception will be held on Monday, January 25. Trustees planning to attend were asked to respond to the president's office by early January.

## **Monthly and Special Reports**

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

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

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

Vice President Barker reported that total revenue for the reporting period was \$18 million or 58% of the budget. FY10 exceeded FY09 by \$1.6 million. Total expenses were \$10 million or 33% of the budget. Total revenue over expense was \$7.9 million compared to \$6.8 million in FY09. For Auxiliary Services, the Bookstore showed an income of \$190,000, Child Care showed a loss of \$12,000, Food Service showed a loss of \$12,000, and the TIC showed an income of \$32,000, for a total income of \$198,000 for Auxiliary Services. Mr. Phoebus moved to accept the financial report as of November 30, 2009 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

## **Old Business**

### ***Debt Policy (ACTION)***

Vice President Barker discussed the Debt Policy, the passage of which was mandated by the state of Maryland. The policy 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. The College's borrowing authority is limited by the applicable provisions of Title 16 of the Education Article of the Annotated Code of Maryland. Vice President Barker summarized by paragraph the revisions that were made to the wording of the policy, citing several sections that were nearly lifted verbatim from COMAR. Mr. Elliott asked Ms. Barker to send him a copy of Title 16, Section 302 of COMAR, which deals with debt obligation. Mr. Elliott moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

## **New Business**

### ***Financial Literacy***

President Altieri referenced a letter from MHEC requesting that community colleges in the state evaluate courses already in place and identify steps that could be taken to improve financial literacy among college students. Many felt that any course offering should be mandatory to insure participation. Vice President Oleks and Dean Rudy will work to identify a course or workshop that could be offered. The Board will be kept apprised, and the College will respond to Secretary Lyons in January 2010.

### ***A.A.T. in Secondary English (ACTION)***

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

### ***December Candidates for Certificates and Degrees (ACTION)***

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

## **Adjourn to Closed Session**

It was moved, seconded, and approved to adjourn to closed session at 2:58 pm to discuss College property matters, funding strategies, and exercise executive function privilege.

The next regularly scheduled meeting will be held on Tuesday, January 19, 2010, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary