

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
January 19, 2010*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 19, 2010, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Lieba Cohen – Director, Institutional Advancement
Judith Kofoet – Coordinator, Campus Volunteers (Retired)
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Joseph Marschner – Chair, Faculty Assembly
Judith Oleks – Vice President, Academic Affairs
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Margaret Spivey – Director, Technology and Computer Studies
Robert Spong – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations
Anthony Valente – Instructor, Industrial and Energy Technology
Joshua Wallech – Vice President, SGA
Irene Young – Coordinator, Campus Volunteers

Call To Order

Chair Brooks presided and convened the regular meeting at 11:42 pm.

Motion to Adjourn to Closed Session

It was moved, seconded, and approved to adjourn to closed session to consult with legal counsel regarding several property management issues 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) legal matters involving college property. Present during closed session were Trustees Carolyn Brooks, Margaret Hetzer, Merle Elliott, Richard Phoebus, and Gregory Snook. President Guy Altieri, Vice President Anna Barker, and Director Robert Spong were also present.

Campus Volunteer Report and Honoring Judith Kofoet

In recognition of her many contributions and years of dedicated service to the College, the Board honored Ms. Kofoet with a Board Resolution and a large planter. The Board expressed thanks and well wishes to Ms. Kofoet, and welcomed Ms. Irene Young, who has assumed the position of Coordinator for Campus Volunteers.

Approval of Minutes (December 15 Joint, Regular, and Closed) (ACTION)

Mr. Snook moved to approve the December 15, 2009 joint, regular, and closed meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried unanimously.

Report from Campus Groups

Student Government Association

Mr. Wallech, Vice President of the SGA, reported on past events, and discussed the numerous activities planned for the future. The SGA continues to reach out to generate interest and encourage student participation.

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

The President reviewed highlights in Student Affairs, Academic Affairs, Institutional Effectiveness, and the Technical Innovation Center.

MACC Trustee Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception will be held on January 25. Scheduled to attend for HCC are President Altieri, Foundation President Mark Harrell, Trustees Elliott, Snook, and Cushwa.

MACC Legislative Agenda

President Altieri said that HCC's CIP projects are in good position on the prioritization list for 2011. The next phase of the Arts and Sciences Complex and the Performing and Visual Arts Center are placed within \$60 million of allocation. In recent years, the governor's budget for CIP projects has been around \$80 million.

Martin Luther King, Jr. Diversity Celebration

HCC's diversity celebration this year focused on the culture and people of Cameroon. A number of students from Cameroon who attend HCC invited that country's ambassador to the United States to attend the celebration. The President hosted a reception for the ambassador and his staff following the public program.

Youngest Student Ever Admitted to HCC

Trustee Snook was presented with a letter of admission to HCC for fall 2027 for his eight week old grandson, Logan Clutz. Logan has already been issued a user name and password. Mr. Snook was very appreciative, and mentioned that he should probably start a college fund in preparation for this event. It was also pointed out that Logan is the grandson of Susan Clutz, an HCC Nursing professor. She has also been sent a copy of the admission letter.

Monthly and Special Reports

Personnel Recommendations for January 2010 (ACTION)

Mr. Elliott moved to approve the personnel recommendations for January 2010 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Mr. Snook suggested that "hold positions" be included in the budget request to the County.

Financial Report as of December 31, 2009 (ACTION)

Vice President Barker reported that the total revenue for the reporting period was \$20.7 million or 67% of the budget, compared to \$19.1 million for FY09. Total revenues for FY10 exceeded FY09 by \$1.8 million. Total expenses were \$12.6 million or 41% of the budget. Total revenue over expense was \$8.1 million compared to \$7.4 million for FY09. For Auxiliary Services, the Bookstore showed an income of \$189,000, Child Care showed a loss of \$17,000, Food Service showed a loss of \$27,000, and the TIC showed an income of \$38,000 for a total income of \$183,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of December 31, 2009 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Spring 2010 Enrollment Report

Director Haughie discussed the spring 2010 enrollment report, noting that the data were not complete. In particular, only about 1% of ESSENCE students were enrolled when the report was generated. Total headcount was up 8.3%, while total credits and FTE were up 10.3%. Minority enrollments continued to be strong, up 5.1%. President Altieri said that if state aid did not keep pace with the enrollment increases, capacity could become an issue in future years. If that were to happen, various options could be employed as an alternative to limiting student admissions.

Energy Technology Program

Vice President Oleks, Director Spivey, and Instructor Valente presented a powerpoint which summarized the new alternative energy program. HCC has also been invited to make this same presentation to the Economic Development Commission Board of Directors on March 11. Students can earn an AAS degree, or a certificate in any of the three specialties: solar energy installation and service, geo-thermal energy installation and service, and wind energy installation and service. Once the Curriculum Committee has reviewed the courses, the program will be submitted to the Board for final approval.

Old Business

Trustee Reimbursement for College-related Business/Travel Expense (ACTION)

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

Providing Tuition Free Campus Based GED Instruction for Washington County Students (ACTION)

Mr. Elliott moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote. Mr. Abraham suggested that the Board consider also covering the cost for supplies and books at a future meeting.

New Business

Proposed FY10 Mid-Year Budget Revision (ACTION)

Vice President Barker discussed the proposed mid-year budget revisions for FY10. Recommendations for the general fund were as follows: decreasing revenue by \$18,400, increasing materials and supplies by \$44,970, increasing salaries and benefits by \$55,705, increasing equipment by \$331,729, decreasing contracted services by \$62,500, and decreasing contingencies by \$388,304. Recommendations for auxiliary services were as follows: increasing materials and supplies by \$4,410, increasing utilities by \$750, increasing contracted services by \$3,000, decreasing revenue by \$22,000, and decreasing contingency by \$30,160.

Mr. Snook requested a breakdown of the contingency fund. Ms. Barker asked that she be given specifics about what the Board would like to see in order to better prepare. This topic will be added to the Board retreat agenda.

Mr. Elliott moved to approve the FY10 mid-year budget revisions as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Trustee Remarks

Mr. Abraham suggested that members of the city and county government be invited to visit the College to get a better understanding of what is being done.

Mr. Phoebus said that in regards to rezoning the urban growth area, only one person has expressed some concerns with some aspects of the proposed zoning for education. He still feels the rezoning will occur with much support.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 4:08 pm.

The next regularly scheduled meeting will be held on Tuesday, February 16, 2010, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr