

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
February 16, 2010***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 16, 2010, in the Administration and Student Affairs Building Board Room, beginning at 11:45 am. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Carolyn Brooks, Chair
Patricia Cushwa
Merle Elliott
Richard Phoebus, Vice-Chair
Gregory Snook

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Sherry Donovan – Enrollment Assistant
Amanda England – 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
Ashleigh Pekar – HCC Student
Beate Powell – HCC Student
Ethan Reynolds – President, SGA
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Theresa Shank – Dean, Continuing Education and Community Services
Robert Spong – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations
Joshua Wallech – Vice President, SGA

Call To Order

Chair Brooks presided and convened the regular meeting at 12:00 pm.

Luncheon Discussion

The trustees met with a number of student leaders: Joshua Wallech, Vice President of the SGA; Ashleigh Pekar, President of Pi Theta, HCC's chapter of the international honor society Phi Theta Kappa; and Amanda England and Beate Powell, nominees to the All Maryland Academic Team.

The students discussed their reasons for attending HCC, their current majors, and future academic plans. Ms. Donovan explained her role as co-advisor to Phi Theta Kappa, and the members' efforts to increase membership and regain five-star designation for the chapter.

Approval of Minutes (January 19, 2010 Closed and Regular Sessions) (ACTION)

Mr. Abraham asked for the following revisions: (1) his name be added to the roster of attendees for the closed session, (2) in the regular minutes under *Providing Tuition Free Campus Based GED Instruction for Washington County Students*, a sentence be added that this item might be brought back for further discussion to provide supplies and books at no cost; and (3) under *Trustee Remarks* the sentence should be revised to read, "Mr. Abraham suggested that members of the city and county governments be invited to visit the College to get a better understanding of what is being done."

Mr. Snook moved to approve the closed and regular meeting minutes as amended. Ms. Cushwa seconded, and the motion carried unanimously.

Report from Campus Groups

Student Government Association

Ethan Reynolds discussed past, current, and future SGA events. The SGA continues to work on strengthening the organization and increasing student participation in campus activities.

Faculty Assembly

Professor Marschner had nothing new to report.

President's Report

Board Briefing Summary

President Altieri summarized events in Student Affairs, Facilities and Grounds, Institutional Advancement, and the TIC. He also introduced and welcomed Theresa Shank, the Dean of Continuing Education and Community Services. Thanks to the maintenance crew for their snow removal efforts following back-to-back blizzards. Mr. Snook pointed out that if the College is designated as an emergency site for the county, additional funds could be available for equipment and snow removal. The Trustees thanked Anna Barker and President Altieri for delivering the Board packages.

Board Retreat Agenda for March 2, 2010

President Altieri said this retreat will focus on the College's increasing enrollments, current financial status, and future funding. Employee and retiree benefits, the Campus Development Plan, and the Board self-evaluation process will also be discussed.

MACC Financial Education Report

President Altieri said that the Maryland community colleges were asked to submit to MACC their plans for increasing financial literacy among college students. MACC then incorporated the submittals into a master document. Student Services and Academic Affairs continue to study the issue. Vice President Oleks said that HCC is planning to incorporate this training into already existing courses, such as math and computer courses. Mr. Phoebus felt that financial literacy training should be mandatory.

Monthly and Special Reports

Personnel Recommendations for February 2010 (ACTION)

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

Financial Report as of January 31, 2010 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$21.4 million, or 70% of the budget. FY10 exceeded FY09 by \$1.8 million. Total expense was \$14.9 million, or 48% of the budget. Total revenue over expense was \$6.6 million compared to \$6.3 million in FY09. For Auxiliary Services, the Bookstore showed an income of \$238,000, Child Care showed a loss of \$21,000, Food Service showed a loss of \$39,000, and the TIC showed an income of \$31,600, for a total of \$209,000 for Auxiliary Services. Mr. Elliott asked if a limit had been set for subsidizing food service. Vice President Barker said the Executive Officers had discussed this topic, and it was decided to re-evaluate at a later date to allow a growth period for the conference center services. President Altieri said the long range plans were to expand food service in the Student Center and shift the Valley Eatery to primarily serving the conference center. Mr. Snook suggested contracting with a consultant to evaluate the current processes, such as purchasing food and scheduling staff. Mr. Elliott preferred that the administration evaluate and provide feedback with financial projections and a strategic plan. Ms. Cushwa asked if HCC could meet with another college, such as Hood, who sources out the bookstore to explore the pros and cons of that option. Vice President Barker said that the chief financial officers' affinity group was meeting with bookstore and IT managers on February 19 to discuss options. She will report the findings at a future meeting. Mr. Elliott moved to approve the financial report as of January 31, 2010 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Great Colleges to Work for 2010

Dean Macht discussed the Chronicle's Great Colleges to Work for 2010, ModernThink Higher Education Insight Survey. It is designed to measure the extent to which employees are involved/engaged in the organization and ultimately, the quality of the employees' workplace experience. The survey consists of sixty statements that are answered using a five point agreement scale, including a "not applicable" option. A fifteen item benefits component and demographic categories are also included. Community colleges began using this survey two years ago. One of

the advantages is that it provides a comparison to national data. In addition, HCC can use the feedback to help define some new human resources goals as the College updates the 2012 Strategic Plan to 2016.

Old Business

Senior Center Agreements – Signature Authorization (ACTION)

President Altieri said that the county wants to move forward with the Senior Center project. Since several areas are still in discussion with the attorneys, the administration recommended that President Altieri and Chair Brooks be authorized to sign the base and land lease agreements. Mr. Elliott suggested the Board ratify the signed agreements. Mr. Elliott moved to approve the recommendation. Mr. Phoebus seconded, and the motion carried by unanimous vote. Mr. Snook asked that the land lease agreement provide adequate screening between the ARCC and the Senior Center, and that some type of agreement be reached on the responsibility for repairing any damage to roads caused by heavy construction equipment. President Altieri said that timing and coordination of the numerous construction projects were key. Mr. Abraham asked if the Operating agreement would be submitted to the Board for approval. President Altieri said that it had been moved to the County management level, and as such, would not require approval by the respective governing bodies.

Diakon Property

Mr. Phoebus reported that CHIEF had received correspondence from Diakon indicating a purchase option plan might be ready by the end of the week. Diakon owns 220 acres (formerly referenced as the Mt. Aetna Farms property), which adjoins HCC property. Diakon might want to retain 60 acres for their own use. This additional land could be key for providing a second entrance off Robinwood Drive, which construction vehicles could use to access the Senior Center and the Arts and Sciences Complex. Mr. Phoebus will follow up with Diakon.

Waltersdorf Quad Dirt and Rock Removal Bid (ACTION)

President Altieri said that in response to the Request for Proposal for dirt and rock removal for the Waltersdorf Quad, three bids were received. The low bid from Brake was non-compliant. Brake was given an opportunity to meet compliance, but did not respond. President Altieri believed that fewer bids were received because the out of town firms were reluctant to relocate their heavy equipment for such a small project. Dr. Spong has identified several areas on campus that could accept the fill to avoid costs for hauling to an off-campus location. Mr. Abraham suggested that a different treatment for sidewalks, such as coloring or stamping or using pavers, should be considered in order to distinguish sidewalks from driveways. Mr. Elliott moved to authorize the administration to finalize a contract in the amount of \$306,260 with C. William Hetzer, Inc. to begin excavation/preparation of the Waltersdorf Quad area. Mr. Phoebus seconded, and the motion carried by unanimous vote.

New Business

Review First Draft of the Annual Plan and Budget for FY11

Vice President Barker and Dean Macht discussed the draft plan and budget for FY11. They reviewed the budget planning process, and pointed out that the current draft provides a very global picture, with further refinement over the next month. Vice President Barker said that the FY11 budget, which will be submitted to the Board for approval at the May 25, 2010 meeting, reflects no tuition increase and includes a requested increase in county funding of 2.35%. A more complete draft will be shared with the Board at their March 16 meeting.

Review New and Discontinued Degree and Certificate Programs for FY11 (ACTION)

Mr. Snook moved to approve new Letters of Recognition for Mammography and Pharmacy Technician. Mr. Phoebus seconded, and the motion carried by unanimous vote.

College Entry Assessment and Course Placement Policy (ACTION)

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

Discuss Membership and Time Line for the Commission on the Future of HCC

President Altieri discussed creation of a Commission on the Future of HCC to increase community input in the College's focus and direction. The Commission would be comprised of thirty members representing faculty, administrators, community leaders, students, and alumni. Chair Brooks and a selected community leader would co-chair the commission, with President Altieri acting as facilitator. Four study groups would each be co-chaired by an executive officer and a selected community member. Mr. Elliott would like to see representation from the less affluent sector, and said that the community participants need to have a voice. Mr. Abraham suggested that up and coming leaders in the community should be considered for membership. He also suggested that a third party serve as facilitator in order to remove the president from the resulting conclusions, and to also free him from another time commitment. Mr. Phoebus suggested that potential members be made aware of the time commitment necessary to participate.

Trustee Remarks

Mr. Snook inquired about pension funding, and evaluation of insurance requirements and coverage. Mr. Elliott asked if the College carries insurance coverage for Directors and Officers. The administration will discuss at a future meeting.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 4:41pm.

The next regularly scheduled meeting will be held on Tuesday, March 16, 2010, in the Elliott Conference Center, Rooms 211 and 213, immediately following the joint meeting with the County Commissioners.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr