

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
March 16, 2010***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 16, 2010, in the Career Programs Building, Rooms 211 & 213, and beginning at 2:00 pm. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Carolyn Brooks, Chair
Merle Elliott
Margaret Hetzer
Richard Phoebus, Vice-Chair
Gregory 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
Theresa Shank – Dean, Continuing Education and Community Services
Elizabeth Stull – Director, Public Information / Government Relations

Call To Order

Chair Brooks presided and convened the regular meeting at 1:58 pm.

Approval of Minutes (February 16, 2010 Regular Meeting) (ACTION)

Mr. Phoebus moved to approve the February 16, 2010 regular meeting minutes as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

Mr. Reynolds discussed SGA events. In particular, the Theater Club held a fundraiser to aid a student who lost his home to fire. Donations continue to be accepted. SGA officer elections will be held in April. Both paper and electronic ballots will be accepted.

Faculty Assembly

Professor Marschner said that the Faculty Guidebook draft shared with the faculty assembly was appreciated and the faculty will be giving Vice President Oleks feedback on the draft. The result of the Faculty Assembly elections were: Joseph Marschner, Chair; Melinda May, Vice Chair; and Ann Clark, Secretary. Officers serve a two-year term. Congratulations to all.

President's Report

Board Briefing Summary

President Altieri discussed the highlights of various campus departments, including Student Affairs, Academic Affairs, Administration and Finance, Planning and Institutional Effectiveness, and the Technical Innovation Center. In particular, CashCourse, a financial literacy information course, will be added to the HCC website under Paying for College. HCC is one of seven colleges eligible to apply for designation as a Community College of Academic Excellence in Information Assurance Education. The mass notification system, e2Campus, has 3,200 students, faculty, and staff enrolled. Trustees are encouraged to enroll, as well. Vice President Barker will e-mail enrollment instructions to trustees for their convenience. Four leases were renewed in the TIC. Mr. Snook asked about the length of the leases; the administration will follow up with that information.

College Success Task Force

President Altieri, who serves on the Maryland College Success Task Force, discussed the first working draft of the committee's report. He proposed to the committee that general college readiness and STEM readiness contain separate criteria, since it is impossible to identify a set of criteria for college readiness that would encompass all college majors.

Contractor Selection Process for Arts and Sciences Complex

Trustees Phoebus and Snook have agreed to serve with President Altieri, Vice President Barker, and Director Spong on the contractor review committee for the Arts and Sciences Complex. Bids are due on March 26. Once bids have been reviewed for compliance, they will be narrowed to the best four or five finalists, who will be invited to interview on April 13 or 14. It is expected that a recommendation will be ready for full Board consideration at the April 27 meeting, if not sooner. President Altieri said the permits have not been secured since the site plan has not yet been approved by the County. Mr. Snook suggested discussing with the County Administrator, Greg

Murray, a deadline for securing permits. Ms. Stull said that June 4 at 10:00 am is the suggested date for the groundbreaking.

Monthly and Special Reports

Personnel Recommendations for March 2010 (ACTION)

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

Financial Report as of February 28, 2010 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$24.6 million, or 80% of the budget. FY10 exceeds FY09 by \$1.6 million. Total expense was \$16.9 million, or 55% of the budget. Total revenue over expense was \$7.7 million compared to \$7.5 million in FY09. For Auxiliary Services, the Bookstore showed an income of \$369,000, Child Care showed a loss of \$21,000, Food Service showed a loss of \$50,000, and the TIC showed an income of \$38,000, for a total of \$336,000 for Auxiliary Services. The Board discussed continued subsidy for Food Service. The administration will study the options and present a plan to the Board at a future meeting. The Board questioned why the budgeted amount for utilities is so far off actual usage. The administration will follow up. Mr. Elliott moved to accept the financial report as of February 28, 2010 as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Old Business

Draft Plan and Budget for FY11

Vice President Barker and Dean Macht discussed the draft Plan and Budget for FY11. They explained the interdepartmental planning process, which provides measurement markers and trends. Dean Macht said the current budgeting process, which is a good planning and communication tool, is the best the College has had. The budget will continue to be refined, with final consideration by the Board expected at the May 25, 2010 meeting.

New Business

Mr. Abraham requested that Items C and F under new business be treated as “first read” with action deferred to a future meeting.

Student and Community Fee Schedule for FY11 (ACTION)

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

Auditing Services for FY10 Audit (ACTION)

Mr. Elliott, Chair of the Audit Committee, recommended that the contract for the accounting firm, Albright, Crumbacker, Moul, and Itell, LLP, be extended for one year. This would place the firm in the final third year of the one-year extension options provided by the original contract. The anticipated fee structure for the FY10 audit is \$35,500 for the College, and \$5,000 for the Foundation, both of which represent a \$200 increase over FY09 costs. Mr. Elliott moved to approve the recommendation as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Parking and Traffic Policy

President Altieri said that the proposed Parking and Traffic Policy would formalize current practice by incorporating statements published in various places into one formal policy. Guidelines and procedures would be formulated and published for the campus community. Mr. Abraham suggested changing the word “maintaining” in the first paragraph so as not to imply that changing oil or performing other automobile maintenance would be an acceptable practice. He also suggested adding “public” to the list at the end of the first paragraph, and re-ordering the paragraphs, moving the third to the first, in order to improve the flow. The administration will revise the wording of the policy for action at a future meeting.

Alternative Energy Program and Certificates (ACTION)

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

Discontinuation of Certificate in Patient Care Technician (ACTION)

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

Involuntary Student Course Withdrawal Policy

President Altieri said involuntary student course withdrawal is rarely used, but should be available for those instances when course withdrawal is necessary, and the student cannot or will not withdraw voluntarily. The policy proposed would essentially formalize current practice. Most colleges have similar policies in place. President Altieri, Vice President Oleks, and Dean Rudy offered hypothetical circumstances in which this action might be necessary. Mr. Abraham discussed the first bullet, suggesting that if the second half of the sentence described the “extraordinary circumstances” referenced in the first half of the sentence, it could be interpreted as the only circumstances to which the policy would apply. It was suggested that the phrase “included, but not limited to” or “such as” be added to avoid ambiguity. Mr. Abraham felt that bullets 3 and 4 should be paragraphs instead of bullets, and questioned the use of the terms “initiate” and “first and foremost” in the final paragraph. The administration will review and revise the wording of the policy for action at a future meeting.

Trustee Remarks

Mr. Snook asked about the status of the expanded parking project. President Altieri said that the permits were in process, and the administration would provide further updates on the timeline.

Mr. Phoebus provided an update on CHIEF's discussions with Diakon regarding the former Mt. Aetna Farms property. A proposal is under consideration.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 4:00 pm.

The next regularly scheduled meeting will be held on Tuesday, April 27, 2010, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr