

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
April 27, 2010*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 27, 2010, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
John Little – President, SGA  
Barbara Macht – Dean, Planning & 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  
Robert Spong – Director, Facilities Management and Planning  
Theresa Shank – Dean, Continuing Education and Community Services  
Beth Stull – Director, Public Information & Government Relations  
Matt Vich – Treasurer, SGA

**Call To Order**

Chair Brooks presided and convened the regular meeting at 11:33 am.

**Closed Session**

It was moved, seconded and approved to adjourn to closed session to discuss personnel issues and/or other personnel matters affecting one or more individuals, consult with specialists, and exercise executive function privilege.

### **Re-convene Open Session**

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:15 pm. In closed session, the Trustees discussed three (3) matters relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction. Present during closed session were Trustees Austin S. Abraham, Carolyn W. Brooks, Patricia K. Cushwa, Margaret E. Hetzer, Merle S. Elliott, Richard W. Phoebus, and Gregory I. Snook. President Guy Altieri, Vice President Barker, Vice President Oleks, Director Marriott, and Andrea Lutton were also present.

### **Approval of Minutes (March 16, 2010, Joint and Regular (ACTION))**

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

### **Reports from Campus Groups**

#### ***Student Government Association***

Matt Vich, newly elected treasurer for the SGA, discussed past, present, and future SGA Events. In addition to Matt, the newly elected officers for the SGA are President John Little, Vice President Maggie Stone, Secretary Becca Lake, and Senators Karilee Grossnickle, Jason Kelly, Adam Martens, and Tessa Walls.

#### ***Faculty Assembly***

Faculty Chair Marschner reviewed topics that are being considered by the Faculty Assembly.

### **President's Report**

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

President Altieri discussed highlights in Student Affairs, Continuing Education and Conference Services, Facilities Management and Planning, Public Information and Government Relations, Planning and Institutional Effectiveness, Institutional Advancement, and the Technical Innovation Center. Trustee Elliott has graciously allowed the College to nominate him for the Purpose Prize, which is an award designated for citizens over the age of 60 who have done great things in their "encore" or post-retirement careers. Awards are for \$50,000 or \$100,000. Awards should be announced in the next few months.

#### ***MACC Job Description for Director of Workforce Development***

President Altieri discussed the proposed position of Director of Workforce Development. Ms. Cushwa felt the Director and Administrative Assistant positions should be required to be Maryland residents. Mr. Snook felt the projected cost for health care for both positions at \$19,500 seemed

high. The position will be discussed and voted on at the MACC Board of Directors' meeting on June 24, 2010. Mr. Elliott moved to authorize the HCC representatives attending the Board of Directors meeting to support the concept. Mr. Snook seconded, and the motion carried by unanimous vote.

### ***MACC Legislative Committee Preliminary Report***

President Altieri discussed the MACC Legislative Committee Preliminary Report. Additional FY11 state budget cuts are expected after the November 2010 elections.

### ***Final Draft of HCC Institutional Priorities for FY11***

President Altieri discussed the institutional priorities for FY11 which are: 1) Continuation of the Curriculum Excellence Project, 2) Student Attrition Reduction and Increased Program Completion Rates, 3) Securing Funds to Equip the New Arts and Sciences Spaces and to Enhance Existing Programs that are Rapidly Growing, 4) Continue to Enhance Web Based College Marketing, Student Services, and Instructional Delivery and Support, 5) Implement a Special Employee Professional Development Initiative ("Closing the Gap") and Continue to Enhance the Faculty and Staff Recognition Systems, 6) Upgrade, Revise, and Extend the Strategic Plan to 2016, 7) STEM Programming and Related Economic Development, 8) Integration of Literacy Education and Short-term Job Training, 9) Revenue Enhancement and Cost-Benefit Assessments, and 10) Marketing HCC as a New Century College.

### ***Commission on the Future of HCC***

President Altieri discussed the Commission on the Future of HCC and the list of potential members for the four study groups. Trustees were asked to submit additional names for consideration to fill any gaps in age, gender, occupation, ethnic background, and organizational affiliation. Meeting dates and times for the study groups will be finalized prior to mailing the invitations. Mr. Abraham favored splitting the Programs and Educational Support group into vocational and liberal arts. The administration preferred to keep the two areas together to take a more global view. It was suggested that community members and faculty members comprising this group be selected from these two areas in order to provide both perspectives.

### ***Review Year End Activities***

RSVP sheets for year end activities were distributed to trustees for completion and return by May 3.

### ***Public Safety Training Facility***

President Altieri discussed the proposed Public Safety Training Facility, which would coordinate training for fire, police, and rescue personnel. This model would be the first of its kind in Maryland. The facility would be located on HCC's campus, but the specific location has not yet been identified. Police Chief Smith and Sheriff Mullendore have been very supportive of the idea. Senator Munson is interested in meeting to discuss possible funds for design. The concept paper

will be presented to the public safety groups at a meeting on May 20, 2010, at 7:00 pm in the Elliott Center. An update will be provided at the May 25, 2010 Board meeting.

### ***Upgrade Central Plant***

President Altieri said that the central plant's cooling capacity is sufficient to handle the Arts and Sciences Complex but not the addition to Kepler Theater. Therefore, the plans for the Kepler Visual and Performing Arts Education Center include a 150 ton chiller and pumps to be placed in a mechanical room in the basement and a cooling tower to be installed on the roof. An alternative plan that is favored by the engineer and architect would be to upgrade the central plant, replacing two smaller units with a new 750 ton chiller at a cost of approximately \$1.04 million plus additional engineering costs of \$50,000 to \$75,000. Potential savings by removing the 150 ton chiller from the plans for the Kepler Performing Arts Center would be approximately \$250,000 to \$400,000. The Board agreed to move ahead with the central plant upgrade.

### **Monthly and Special Reports**

#### ***Personnel Recommendation (ACTION)***

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

#### ***Financial Report as of March 31, 2010 (ACTION)***

Vice President Barker reported that total revenue for the reporting period was \$29.6 million, or 96.11% of the budget. FY10 exceeds FY09 by \$1.9 million. Total expense was \$19.2 million, or 62% of the budget. Total revenue over expense was \$10.4 million compared to \$10 million in FY09. For Auxiliary Services, the Bookstore showed an income of \$351,000, Child Care showed a loss of \$29,000, Food Service showed a loss of \$36,000, and the TIC showed an income of \$24,000, for a total of \$310,000 for Auxiliary Services. Mr. Snook moved to accept the financial report as of March 31, 2010 as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

### **Old Business**

#### ***Parking and Traffic Safety Policy (ACTION)***

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

#### ***Student Involuntary Course Withdrawal Policy (ACTION)***

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

## **New Business**

### ***Continuing Education Tuition and Fees for FY11 (ACTION)***

Vice President Barker said the recommended tuition and fees for FY11 for continuing education contained no changes in markups. The fee for seniors is \$35.00. Mr. Phoebus moved to approve the recommendation as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

### ***Credit Tuition for FY11 (ACTION)***

Vice President Barker said that a 2% increase across the board was recommended for credit tuition for FY11, which would bring the rates to \$100 per credit hour for in-county, \$156 per credit hour for out-of-county, and \$206 per credit hour for out-of-state. Mr. Elliott moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

### ***Faculty Promotions, Tenure, Re-grading of Positions for FY11 (ACTION)***

Eleven requests for tenure and/or promotion were recommended for approval. Mr. Elliott moved to approve the recommendation as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

### ***Staff Re-classifications and Promotions for FY11 (ACTION)***

Six requests for staff re-classification were recommended for approval. Mr. Phoebus moved to approve the recommendation as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

### ***Change in Stop Loss Carrier (ACTION)***

Mr. Phoebus moved to change the stop loss carrier from Majestic to Symetra as recommended. Mr. Abraham seconded, and the motion carried by unanimous vote.

### ***Life/Disability Renewal for FY11 (ACTION)***

Mr. Phoebus moved to accept the proposal from SunLife as recommended. Mr. Abraham seconded, and the motion carried by unanimous vote.

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

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

***Document Imaging Project (ACTION)***

Vice President Barker said that Datatel has partnered with Perceptive Software to digitize records and documents for easier storage and more efficient data retrieval. Allegany, Anne Arundel, Frederick, Howard, Montgomery, Prince George's, and Wor-Wic are among the community colleges in Maryland that have used the system with great success. The purchase of equipment, software, professional services, training, and maintenance for the document imaging project would cost approximately \$121,000, which would be re-directed from bleacher replacement. Mr. Elliott moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:51 pm.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr