

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
May 25, 2010*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 25, 2010, in the Administration and Student Affairs Building Board Room, beginning at 12:00 pm. 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

Dawn Baker – Facilities Project Coordinator
Anna Barker – Vice President, Administration and Finance
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

Others

Don Farmer – Cho Benn Holback Associates

Call To Order

Chair Brooks presided and convened the regular meeting at 12:31 pm.

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, Board administration matters, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:31 pm. In closed session, the Trustees discussed two (2) matters relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction, one (1) financial strategy matter, and one (1) Board administration matter. 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, and Director Marriott were also present.

Approval of Minutes (April 22 and April 27 Closed and Regular (ACTION))

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

Year End Activities DVD's Available

President Altieri said that DVD's of the year end ceremonies were available from Beth Stull. The ceremonies are also shown on Channel 99 for those who subscribe to Antietam Cable Television.

Reports from Campus Groups

Student Government Association

There was no report from the Student Government Association.

Faculty Assembly

Faculty Chair Joe Marschner deferred reporting on Faculty Assembly to the June meeting.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, Continuing Education and Conference Services, Facilities Management and Planning, Public Information and Government Relations, Institutional Advancement, and the Technical Innovation Center.

Frontline Documentary "College, Inc."

President Altieri discussed the Frontline documentary that dealt with the growing number of for-profit colleges and universities offering college degrees, often on-line. Their main target is non-traditional age students who are looking for a way to increase earning power. Critics contend these

colleges receive a great deal of federal financial aid while leaving the student with a mountain of debt and often worthless degrees.

Final Draft of Maryland College Success Task Force

President Altieri discussed the final draft of the Maryland College Success Task Force.

Update on May 20 Public Safety Training Facility Meeting

President Altieri said the meeting went very well. The fire departments will take a formal vote in July to approve the concept paper. Next steps include acquiring independent endorsements and securing funding. The College's contribution to the project would be the land. Possible accommodations for those attending from Garrett and Allegany counties could include clustered courses on Saturday, and on-line and/or on site course offerings.

Preview Tentative Board Meeting Dates and Key Campus Events for FY11

The Board reviewed the proposed Board meeting dates for FY11 and key campus events. Final action will be taken at the June 22, 2010 meeting.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report as of April 30, 2010 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$30.2 million, or 98% of the budget. FY10 exceeds FY09 by \$1.9 million. Total expense was \$21.5 million, or 70% of the budget. Total revenue over expense was \$8.7 million compared to \$8.4 million in FY09. For Auxiliary Services, the Bookstore showed an income of \$344,000, Child Care showed a loss of \$36,000, Food Service showed a loss of \$59,000, and the TIC showed an income of \$26,000, for a total of \$276,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of April 30, 2010 as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Middle States Periodic Review Report

Dean Macht discussed the draft Middle States Periodic Review Report which was due June 1, 2010. Middle States requires a Periodic Review Report at the midway point between self-study visits. The next self-study will be conducted in 2014. Dean Macht said the Periodic Review Report addressed all of the recommendations made by the Middle States Team during the accreditation visit in fall 2004. The Board will receive a copy of the final report.

Old Business

Plan and Operating Budget for FY11 (ACTION)

Vice President Barker summarized the Plan and Operating Budget for FY11 at \$32,188,503, and characterized it as a conservative budget with safety measures built in. Mr. Elliott moved to approve the Plan and Operating Budget for FY11 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Commission on the Future of HCC

President Altieri discussed the Commission on the Future of HCC. He said that the potential members of the study groups will be contacted in the next several weeks. The full complement of names will be used for the electronic surveys. Names are still being collected as the list is probably light in the 20 to 30 age range. The spelling of Stuart Dunnan's name will be corrected on the list.

New Business

Pay Rate Schedule for Temporary and Grant-funded positions and additional assignments for FY11 (ACTION)

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

Dental Hygiene Program (ACTION)

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

Recognition for Creator and Designer of Trustee Academic Regalia

Mr. Abraham moved to formally recognize the designer and creator of the trustees' academic regalia, Robin Shaner. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Appointment of Nominating Committee

Chair Brooks appointed Trustee Elliott to Chair the Nominating Committee for Board officers for FY11.

Review Design for Performing and Visual Arts Education Center

Don Farmer of Cho Benn Holback Associates reviewed the design of the Performing and Visual Arts Education Center (Kepler Theater) project. The first floor is 18,000 square feet, and the second floor is 10,000 square feet. The drapes and carpeting in Kepler will be replaced, and the HVAC system will be improved. Gallery space in the lobby will provide a venue for displaying

student artwork, and additional storage space for sets and costumes is included in the design. Add alternates include a larger storage area and a meeting area at the student entrance. The 95% submission is due to the County on June 10, with an early fall projected bid date. Mr. Farmer said the civil engineer has raised a red flag regarding all the projects that will be in progress on campus at one time. The Master Plan will be submitted to the Planning Commission on July 12. The question was raised about what portion of the central plant upgrade can be attributed to this project for state submission.

Remarks from Trustees

Mr. Abraham suggested some kind of tribute on campus for Dr. Kepler. Several suggestions were briefly discussed. Mr. Elliott felt that Dr. Shea's sixteen years as president should be honored as well. Chair Brooks suggested further discussion at a future meeting.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 4:38 pm.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr