

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
June 22, 2010***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 22, 2010, in the Administration and Student Affairs Building Board Room, beginning at 10:00 am. In attendance:

Board Members

Guy Altieri, Secretary / President
Carolyn Brooks, Chair
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
Beth Stull – Director, Public Information & Government Relations

Call To Order

Chair Brooks presided and convened the regular meeting at 10:03 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, Board administrative matters, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 12:34 pm. In closed session, the Trustees discussed one (1) financial strategy matter, one (1) Board administrative matter, one (1) College property matter, and one (1) personnel matter. Present during closed session were Trustees Carolyn W. Brooks, Merle S. Elliott, Richard W. Phoebus, and Gregory I. Snook. President Guy Altieri was also present. Vice President Barker was present only for the financial strategy portion of the meeting.

Approval of Minutes (May 25, 2010 Closed and Regular) (ACTION)

Mr. Elliott moved to approve the May 25, 2010 closed session and regular meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

John Little said the Student Handbook is being revised and that a majority of students preferred hard copy. President Altieri added that this is probably the final year for a hard copy catalog. Discussion ensued about the number of HCC students and people in the community who do not own computers. President Altieri said that additional study would be done prior to the final decision. Mr. Little continued, reporting that the SGA retreat is scheduled for July 9. Matthew Vich has organized other community colleges to participate in gaming tournaments.

Faculty Assembly

Faculty Chair Joe Marschner deferred reporting on Faculty Assembly since they haven't met since the last Board meeting.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, Continuing Education and Conference Services, and Facilities Management and Planning. Mr. Elliott asked if the CIP projects update could be provided on a regular basis, and Mr. Snook agreed that it was helpful.

Key Campus Events for FY11

The Board reviewed the key campus events for FY11 and were asked to place the dates on their calendars.

HCC's Nursing Simulation Conference

President Altieri showed a short video clip of several nursing students enacting a scenario with Sim Man in which his heart stopped beating. The students were demonstrating the use of Sim Man for a Nursing Simulation Conference hosted by HCC. The conference was well attended, and a second is planned. Sim Man provides the students with opportunities to practice various medical scenarios before participating in clinical rotations with live patients.

Fletcher Foundation Proposal

The Washington County Health System, Washington County Museum of Fine Arts, Washington County Board of Education, and HCC were invited to submit proposals to the Fletcher Foundation. The College submitted a proposal for the creation of the Alice Virginia and David W. Fletcher Foundation Faculty Development Center to provide excellent faculty teaching skill development. Total funds provided by the Fletcher Foundation would be \$325,000 total, distributed over six years. Mr. Bill Young will present the proposals to the Fletcher Foundation Board in August, and the College could possibly see the first disbursement by January 2011. Mr. Snook requested the names of the Fletcher Foundation Board members for possible follow up.

Kepler Leadership Fund

President Altieri discussed the Kepler Leadership Fund. The Foundation has sent fund raising letters to those alumni who graduated from HCC during the Kepler years. Mr. Phoebus suggested that the donor card should include an option to pay by credit card.

Monthly and Special Reports

Personnel Recommendations (ACTION)

Mr. Phoebus moved to extend President Altieri's contract through June 2014. Mr. Elliott seconded, and the motion carried by unanimous vote.

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

Financial Report as of May 31, 2010 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$30.6 million, or 99.4% of the budget. FY10 exceeded FY09 by \$1.9 million. Total expense was \$23.6 million, or 77% of the budget. Total revenue over expense was \$7.05 million compared to \$7.08 million in FY09. For Auxiliary Services, the Bookstore showed an income of \$363,000, Child Care showed a loss of \$37,000, Food Service showed a loss of \$66,000, and the TIC showed an income of \$33,000, for a total of \$293,000 for Auxiliary Services. Mr. Snook moved to accept the May 31, 2010 financial report as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Cultural Diversity Plan

Dean Macht briefly discussed the Cultural Diversity Plan. She said that in 2009 the Maryland legislature had mandated the submission of a cultural diversity plan, but had provided no guidelines for the format. It is hoped that the State will more clearly define the guidelines for 2011 to provide reporting consistency across colleges, which would allow for comparison of data.

Old Business

Board Meeting Dates for FY11 (ACTION)

Mr. Elliott moved to approve the Board meeting dates for FY11 as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Campus Development Plan (ACTION)

President Altieri discussed the Campus Development Plan, noting that much of the work has been done by internal staff. The Plan will be presented to the County Planning Commission on July 12. He pointed out Exhibit 13, which provides more detail for the Waltersdorf Quad. This will be shared with the Waltersdorf Quad Planning Committee which is scheduled to meet on the morning of July 12. Mr. Snook suggested mentioning the acquisition of land in a future edit of the Plan. Mr. Snook also suggested that copies of the Plan be sent to the County Commissioners. Mr. Elliott moved to approve the Campus Development Plan as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Free Speech and Peaceful Demonstrations Policy (ACTION)

Vice President Barker said that while the College encourages the exchange of ideas and free speech, the proposed Free Speech and Peaceful Demonstrations Policy would establish a modicum of control over the method and location. Jeanne Singer reviewed the proposed policy and believes it to be legally sound as written. Mr. Elliott moved to approve the Free Speech and Peaceful Demonstrations Policy as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Middle States Periodic Review Report

Dean Macht discussed the final Periodic Review Report (PRR) which was submitted to Middle States to meet the June 1, 2010 deadline. Middle States requires a Periodic Review Report at the midway point between self-study visits. This PRR will be used by the review team during the next self-study, which will be conducted in 2014. The College continues to work on improving the diversity in its student population, as well as full time faculty.

New Business

Fund Balance Designations – General Fund (ACTION)

Mr. Elliott moved to approve the fund balance designations for the general fund as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Board Re-organization (ACTION)

In accordance with Article IV of the Constitution and By-laws, Chair Brooks turned the meeting over to President Altieri to conduct an election for the office of chair for FY11. Mr. Phoebus was the sole nomination. Mr. Elliott moved to close the nominations, Mr. Snook seconded, and the vote carried unanimously. Mr. Phoebus was elected Chair by acclamation.

Mr. Phoebus assumed chairmanship of the meeting. Mr. Elliott nominated Mr. Snook to serve as Vice-chair. Mr. Snook was the sole nomination. Ms. Brooks moved to close the nominations. Mr. Elliott seconded, and Mr. Snook was elected Vice-chair by acclamation. Chair Phoebus added that the Board acknowledged that President Altieri would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

Trustees Remarks

Mr. Elliott complimented the staff, and thanked everyone for a good meeting. Mr. Snook thanked the staff and said that the College is one of the great assets in Washington County and he is proud to serve on the Board. Ms. Brooks is proud to be a part of the College and enjoyed serving as Chair for two years. Mr. Phoebus commended the staff for a job well done, and thanked Ms. Brooks for her service as Chair.

Adjournment to Closed Session

There being no further business or discussion, the regular meeting was adjourned to closed session at 2:14 pm.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr