

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
September 21, 2010*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 21, 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
Patricia Cushwa
Merle Elliott
Margaret Hetzer
Richard Phoebus, Chair
Gregory Snook, Vice Chair

HCC Affiliates

Tim Barger – Senator, SGA
Anna Barker – Vice President, Administration and Finance
Lieba Cohen – Director, Institutional Advancement
Mark Harrell – President, Foundation Board of Directors
Rebecca Lake – Secretary, SGA
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
Maggie Stone – Vice President, SGA
Beth Stull – Director, Public Information & Government Relations
Matt Vich – Treasurer, SGA
Tessa Walls – Senator, SGA
Irene Young – Coordinator, Campus Volunteers

Call To Order

Chair Phoebus presided and convened the regular meeting at 12:14 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 administrative matters, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Phoebus re-convened the regular meeting at 1:17 pm. In closed session, the Trustees discussed one (1) Board administrative matter, and one (1) College property matter. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Margaret Hetzer, Richard Phoebus, and Gregory Snook. President Guy Altieri was also present.

Approval of Minutes (June 22, 2010 Closed and Regular) (ACTION)

Mr. Elliott moved to approve the June 22, 2010 closed session and regular meeting minutes as submitted. Ms. Cushwa seconded, and the motion carried by majority vote. Mr. Abraham abstained because he was not present at the June meeting.

Board Chair Annual Appointments

Chair Phoebus announced the following appointments for FY11: Mr. Elliott (Chair), Mr. Phoebus, and Mr. Abraham will serve on the Audit Committee; Ms. Hetzer will serve as Foundation Liaison; Ms. Brooks will serve as Co-chair of the Commission on the Future of HCC; Ms. Cushwa (Chair), Mr. Abraham, and Ms. Brooks will serve on the Board Self-Evaluation Committee; Mr. Phoebus and Mr. Snook will serve as MACC Representatives; Mr. Elliott and Mr. Phoebus will serve on the Waltersdorf Quad Steering Committee; Mr. Phoebus and Mr. Snook will serve on the Kepler General Contractor Selection Committee; and Mr. Snook will serve on the HCC Foundation's Capital Campaign Leadership Committee.

Reports from Campus Groups

Student Government Association

John Little, SGA President for FY11, introduced the other officers: Maggie Stone, Vice President; Rebecca Lake, Secretary; Matt Vich, Treasurer; Tim Barger, Senator; and Tessa Walls, Senator. Each of the officers discussed their major and why they got involved with the SGA. Mr. Little continued with his report of past, current, and future SGA events.

HCC Foundation Capital Campaign "The Best is Yet to Be"

Lieba Cohen and Mark Harrell discussed the Foundation Capital Campaign to fund furniture and equipment for the Arts and Sciences Complex, comprised of the STEM building, renovations to the existing Science and Classroom buildings, and the renovation and addition to Kepler Theater. Mr. Harrell, who co-chairs this \$1.6 million campaign with Jim Pierne, said they felt it was important to

have 100% participation from the Board of Trustees and the Foundation Board as they move forward into the community with donation requests. Ms. Cohen said that because there are multiple buildings in this project, people will have the opportunity to choose where their donation will be directed, which might appeal to a broader range of people.

Faculty Assembly

Faculty Chair Joe Marschner discussed the faculty retreat that was held this August with the president and executive officers. He said it was very valuable, and covered topics such as grade distribution, course rigor, Middle States, and the Great Colleges to Work For survey results. Professor Marschner commended Henry Gautney and Robert Spong for their work in resolving parking and construction noise issues quickly and effectively.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs; Academic Affairs; Continuing Education and Conference Services; Facilities Management and Planning; Planning and Institutional Effectiveness; Institutional Advancement; and the Technical Innovation Center.

Commission on the Future of HCC Update

The President discussed the first meeting of the co-chairs of the Commission on the Future of HCC and the official kick-off event that would be held on September 23, 2010. Trustees were invited to attend the kick-off and join any of the study groups as guest observers in their breakout sessions. At the end of these sessions, the study groups would reconvene to discuss recommendations and next steps.

Cybersecurity Training Center

President Altieri briefly discussed the concept paper for the proposed Cybersecurity Training Center. Cybersecurity is a focus of the current Administration, and U.S. Senators Mikulski and Cardin are very supportive of this training facility initiative. CHIEF continues to work with Diakon to purchase the property adjacent to the College, which is the proposed site for this facility.

Public Safety Training Facility

The College received a letter from the Washington County Volunteer Fire & Rescue Association endorsing the concept plan for the Consolidated Public Safety Training Center.

Waltersdorf Quad Update

Frederick Seibert & Associates, Inc. has been retained to design the Waltersdorf Quad. Steve Zoretich, Vice President, has met with College representatives several times to work out the details, and will present a design update to the full Board at the October meeting.

Institutional Priorities for FY12

President Altieri presented a Powerpoint of the following Institutional Priorities for FY12, explaining that they would serve as the foundation for the FY12 planning and budgeting process: 1) increased program completion rates and greater student success, 2) continuation of the curriculum excellence project, 3) grants development and management, 4) introduction and initiation of the 2016 Strategic Plan, 5) cost benefit assessments of programs and services and sustainability budgeting and planning, 6) more staff training in shared governance and improved campus communications, 7) review and improve the annual planning and performance review system, continue facilities development projects, 9) advocacy program for HCC's impact on the community, and 10) expansion of online services.

Proposed Meeting Topics for FY11

The Board reviewed the proposed topics for FY11 Board meetings. The agendas will continue to evolve throughout the year as circumstances dictate. The Board briefly discussed the joint meeting with the Washington County legislative delegation tentatively scheduled for November 12. It was agreed to leave it on the calendar, even though the general election on November 4 could greatly affect the number of delegates who attend.

Update on the Fletcher Foundation Grant Award

President Altieri shared a letter written to William Young, Executive Director of The Alice Virginia and David W. Fletcher Foundation, Inc., in which the College accepted the terms and the timeline of the grant award of \$385,000. The funds will be used to create a Faculty Development Center.

Monthly and Special Reports

Personnel Recommendations (ACTION)

Mr. Elliott moved to approve the personnel recommendation for September as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote. Mr. Snook asked how many positions have been authorized but not filled. Donna Marriott will e-mail this information.

Financial Report as of August 31, 2010 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$11.6 million, or 36% of the budget. FY11 exceeded FY10 by \$694,000. Total expense was \$3.4 million, or 11% of the budget. Total revenue over expense was \$8.2 million compared to \$7.5 million in FY10. For

Auxiliary Services, the Bookstore showed an income of \$224,000, Child Care showed an income of \$18,000, Food Service showed a loss of \$36,000, and the TIC showed an income of \$15,000, for a total of \$221,000 for Auxiliary Services compared to \$178,000 in FY10. Mr. Elliott moved to accept the August 31, 2010 financial report as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

FY10 Audit Report (ACTION)

The Audit Committee, chaired by Mr. Elliott, met with the auditors at 10:00 am, prior to the Board meeting. Since there were no significant comments during their discussion, Mr. Elliott moved to accept the Audit Report for FY10 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Multicultural Committee Report

Dean Rudy discussed the annual Multicultural Committee Report. The Martin Luther King, Jr. program in 2010 featured the country and culture of Cameroon, the native country of a fairly large number of students attending HCC. Dean Rudy said that this model of selecting and highlighting a country that is well-represented in the minority student body will be used for future MLK programs in order to celebrate the diversity of the HCC student population.

Maryland Performance Accountability Report (ACTION)

Dean Macht briefly discussed the Maryland Performance Accountability Report. Ms. Brooks moved to approve the report as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

MHEC – Review Mission Statement Report (ACTION)

Dean Macht briefly discussed the mission statement report, which must be submitted to the Maryland Higher Education Commission every five years. Mr. Snook moved to approve the report as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Old Business

Board of Trustees Bylaws Revision (ACTION)

The proposed bylaws revisions essentially corrected outdated references to the Annotated Code of Maryland and added a provision for conducting business through electronic means. Mr. Elliott moved to approve the proposed bylaws as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

New Business

“Great Colleges to Work For” Survey Results

Dean Macht discussed the “Great Colleges to Work For” Survey results, noting that it was the highest response rate to a climate survey in the College’s history. HCC scored better than other participating institutions in the categories of student centeredness and pride for the institution. Some additional work is needed in the areas of internal communication and governance.

Middle States Periodic Review Report Analysis

Vice President Oleks discussed the College’s response to the Middle States Periodic Review Report. She noted that accrediting bodies are focused on student outcome assessment processes. HCC is fortunate that the Student Learning Outcomes Assessment (SLOA) committee, which is co-chaired by Assistant Professors Cynthia Dove and Andrew Keyser, is faculty driven. While the Committee has accomplished much, the program needs to be expanded, especially in the area of general education. The Committee will present the SLOA Report to the full Board at the November 12, 2010, regular meeting.

Approval of Volunteer Corps Members (ACTION)

Ms. Young briefly discussed the volunteer corps and its members’ value to the College. Mr. Elliott moved to approve the volunteer corps members as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Graduation Fee Policy (ACTION)

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

Trustees Remarks

Mr. Snook complimented the staff for dealing with the difficult parking situation effectively. He said the County was finalizing the engineering for the widening of Robinwood Drive, and any comments about this project should be made to the County soon. He wondered if HCC could install its own traffic counters. Monthly updates on construction projects, including budget figures, would be helpful.

Mr. Abraham requested that the Board have the opportunity to review a policy at one meeting and take action at the following meeting.

Ms. Cushwa suggested that a packet of information be put together for candidates who have questions about the College.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 4:45 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Guy Altieri".

Guy Altieri, Ed.D.
President/Secretary

GA/bwr