

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
October 19, 2010***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 19, 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
Patricia Cushwa
Merle Elliott
Richard Phoebus, Chair
Gregory Snook, Vice Chair

HCC Affiliates

Elaine Ashby – Professor, Biology and Chemistry
Anna Barker – Vice President, Administration and Finance
Lieba Cohen – Director, Institutional Advancement
Gerald Haines – Director, Instruction
John Little – President, SGA
Barbara Macht – Dean, Planning & Institutional Effectiveness
Donna Marriott – Director, Human Resources
Joseph Marschner – Chair, Faculty Assembly
Michael Martin – Coordinator, Academic Advising
Leigh-Anne Mauk – Public Information Assistant
Judith Oleks – Vice President, Academic Affairs
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs

Others

Steve Zoretich – Frederick Seibert Associates
Brett Whorley – Frederick Seibert Associates

Call To Order

Chair Phoebus presided and convened the regular meeting at 11:50 am.

Closed Session

It was moved, seconded and approved to adjourn to closed session to discuss College property matters and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Phoebus re-convened the regular meeting at 1:10 pm. In closed session, the Trustees discussed two (2) College property matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Richard Phoebus, and Gregory Snook. President Guy Altieri and Vice President Anna Barker were also present.

Sabbatical Report

Dr. Elaine Ashby briefly discussed her sabbatical leave in fall, spring 2009-2010, at which time she completed the internship requirements for a doctorate in pharmacy at Shenandoah University. Dr. Ashby is using this knowledge to create and coordinate the Pharmacy Tech training program at HCC. Shenandoah has subsequently offered an articulation agreement with HCC for pharmacy tech students. During her sabbatical, Dr. Ashby interned at both retail and institutional sites, many of which are now clinical sites for HCC pharmacy tech students. It is expected that this new program will be awarded accreditation within the next year.

Waltersdorf Quad Update

Mr. Steve Zoretich and Mr. Brett Whorley from Frederick Seibert Associates discussed the latest drawings for the Waltersdorf Quad. Thirteen tribute areas are incorporated into the design. A question was raised about the need for security cameras, but since there is no underbrush and the trees are tall, providing good visibility, security cameras should not be needed. President Altieri said the design standards and overall design of the Waltersdorf Quad will be shared with the Community Foundation, and a formal action will be submitted to the Board for approval at the November 12 Board meeting.

Approval of Minutes (September 21, 2010 Closed and Regular) (ACTION)

Mr. Abraham requested that his remark under Trustee Remarks be removed from the closed session minutes. Ms. Brooks moved to approve the September 21, 2010 closed session minutes as amended and the regular meeting minutes as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

John Little reported on current and future SGA scheduled events. He said that extending the hours for the Student Center into the evening hours was well received. President Altieri added that the extended hours would be beneficial to evening students and help to engage them in College activities, which has proven to aid in retention.

Faculty Assembly

Assistant Professor Marschner reported on topics discussed at Faculty Assembly and highlighted the activities of several faculty members.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs; Administration and Finance; Facilities Management and Planning; and Planning and Institutional Effectiveness.

Review Draft Agenda for November 12 Joint Meeting with Washington County Legislative Delegation

It was agreed that Pensions and Funding would be added to the agenda for the joint meeting with the Washington County Legislative Delegation. Current delegates and senators, as well as the newly elected representatives, will be invited to attend.

MACC Legislative Agenda and Strategic Plan

The President briefly discussed the MACC Legislative Agenda and Strategic Plan for FY11.

White House Summit on Community Colleges

President Altieri showed a 30-minute video clip of the White House Summit on Community Colleges, which highlighted the importance of community colleges in achieving the educational goals set by the Obama administration.

Monthly and Special Reports

Personnel Recommendations (ACTION)

Ms. Cushwa moved to approve the personnel recommendations as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote. In response to an inquiry from Trustee Snook, Director Marriott said there are three budgeted positions on hold, and a total of seven campus-wide.

Financial Report as of September 30, 2010 (ACTION)

Vice President Barker reported total revenue for the reporting period was \$11.7 million, or 36.5% of the budget. FY11 exceeded FY10 by \$603,000. Total expense was \$6 million, or 19% of the budget. FY11 exceeded FY10 by \$346,000. Total revenue over expense was \$5.8 million compared to \$5.5 million in FY10. For Auxiliary Services, the Bookstore showed an income of \$277,000, Child Care showed an income of \$6,000, Food Service showed a loss of \$12,000, and the Technical Innovation Center showed an income of \$10,000, for a total of \$281,000 for Auxiliary Services compared to \$248,000 in FY10. The trustees briefly discussed the upper level of subsidy for Food Service, and the reporting and tracking of operating expenses that are fully or partially funded by grants. Vice President Barker said that the Grants and Special Projects Accountant is tracking grant expenses, and a formal report could be scheduled for a future Board meeting. Mr. Elliott moved to accept the financial report as of September 30, 2010 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Annual Shared Governance Report

Dean Macht discussed the Annual Shared Governance Report. She said that the six committees are comprised of representatives from all campus groups, and sixty total staff members are involved. Notifications of policies approved by the Board are sent to the campus community by the co-chairs within twenty-four hours of the Board meeting.

Annual Continuing Education Report

Dean Shank presented a Powerpoint highlighting the numerous offerings in Continuing Education in the following areas: Allied Health, Business and Professional Development, Licensure and Certification, Information Technology, Industrial Technology and Trades, Transportation, Lifelong Learning, and College for Kids.

Academic Advising Report

Michael Martin, Coordinator, presented a Powerpoint overview of Academic Advising. Mr. Martin said that many of the improvements in the process have been made through better use of technology. The College's current system has become a model for a number of cohort colleges. Future improvements need to focus on career advising, longer advising sessions, and more formalized training for faculty advising and faculty training.

Old Business

Naming Policy (ACTION)

Lieba Cohen discussed the revised Naming Policy. A committee comprised of representatives from the Foundation Board and the College Board of Trustees drafted the proposed revision to the naming policy prior to the launch of the Foundation's capital campaign to raise funds for furnishings and equipment for the Arts and Sciences Complex. Several revisions were suggested: 1) on page 1, number 3, the word "minimal" should be changed to "minimum," 2) on page 1, the fifth paragraph, the sentence should be changed to read "...the College may, but is not required to, retain the use of the name..." Mr. Abraham thought that "naming" was not the correct term, and that perhaps two different categories should be created – one being naming opportunities and the other being sponsorship opportunities. The Board briefly discussed it but requested no change to the document. Mr. Elliott moved to approve the revised Naming Policy as amended. Ms. Brooks seconded, and the motion carried by unanimous vote.

Pricing Schedules for the Arts and Sciences Complex (ACTION)

It was pointed out that pricing schedules for each individual project are independent of the Naming Policy, and each is subject to approval by the Board of Trustees. Mr. Elliott moved to approve the pricing schedules for the Arts and Sciences Complex as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

Academic Calendar for FY12 (ACTION)

Ms. Cushwa moved to approve the Academic Calendar for FY12 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Holiday Calendar for FY12 (ACTION)

Ms. Brooks moved to approve the Holiday Calendar for FY12 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

General Contractor Selection for the Performing and Visual Arts Education Center (ACTION)

It was recommended that the Board approve the following: 1) the recommended ranking by the Selection Committee of the three top rated finalists be Callas Contractors first, CAM Construction second, and Hess Construction third; 2) the administration begin fee negotiations with the first ranked firm, and 3) the administration finalize a contract with one of these three firms, proceeding in rank order as recommended by the Selection Committee, that includes RFP general contractor duties not to exceed the budget for the project. Mr. Elliott moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Citizen Participation

Faculty Chair Marschner asked for clarification on retaining the name of Kepler for the theater. President Altieri said that even though other spaces within the building would be offered as naming opportunities, the building will retain the name Kepler.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 4:55 pm.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr