

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
November 12, 2010*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 12, 2010, in the Career Programs Building, Elliott Center, Rooms 211 & 213, 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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Heather Barnhart – Coordinator, Student Activities  
John Cavey – Coordinator, Commercial Vehicle Transportation  
Thomas Crawford – Associate Professor, Mathematics and Business  
Cynthia Dove – Assistant Professor, Anatomy and Physiology/Microbiology  
Fonda Franklin – Manager, Human Resources  
Ray Huffman – Adjunct Faculty, Commercial Vehicle Transportation  
Joseph Marschner – Chair, Faculty Assembly  
Leigh-Anne Mauk – Public Information Assistant  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean, Student Affairs  
Theresa Shank – Dean, Continuing Education and Conference Services  
Maggie Stone – Vice President, SGA  
Beth Stull – Director, Public Information and Government Relations

**Call To Order**

Chair Phoebus presided and convened the regular meeting at 12:16 pm.

**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 one (1) College property matter, and one (1) funding matter. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Margaret Hetzer, and Richard Phoebus. President Guy Altieri and Vice President Anna Barker were also present.

### **Approval of Minutes (October 19, 2010 Closed and Regular) (ACTION)**

Mr. Elliott moved to approve the October 19, 2010 closed session and regular meeting minutes as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### **Reports from Campus Groups**

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

Maggie Stone, Vice President, gave a brief summary of past SGA events, and those that are scheduled for the next few months.

#### ***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, Academic Affairs, Facilities Management and Planning, Institutional Advancement, Continuing Education and Conference Services, and the Technical Innovation Center.

#### ***MACC Trustee Leadership Conference and Legislative Reception***

A reminder that the MACC Trustee Leadership Conference and Legislative Reception will be held on January 24, 2011, 12:30 pm – 8:00 pm at the Calvert House in Annapolis. Registration for this event will be handled by the president's office. Additional information will be forwarded as it becomes available from MACC.

## **Update on HCC Promotions**

### ***2010 Electronic Holiday Card***

Public Information Director, Beth Stull, said that while, in the past, the College has conducted a contest among the graphics design students to produce the winning design for the holiday card, it was decided this year to enlist the expertise of a current student in the Simulation and Digital Entertainment program, Michael Goodrich, to design an electronic card with music and animation. The card will be posted on the HCC Web site, and e-mails containing the hyperlink will be sent to the various holiday card distribution lists.

### ***Social Networking Statistics***

Public Information Assistant, Leigh-Anne Mauk discussed the College's Facebook and Twitter accounts. Leigh-Anne maintains the accounts and assists other departments in creating a Facebook page for their specific audience. She and Director Stull monitor Facebook posts, answer questions, and delete any comments that are deemed inappropriate. The College's presence on Facebook and Twitter is an excellent opportunity to disseminate the latest information to a large number of people. The number of fans on Facebook has increased dramatically over the past year, and as social networking becomes increasingly popular, the trend is expected to continue.

### ***HCC's Mummers' Parade Floats for 2009 and 2010***

Director Stull showed slides of the HCC Mummers' Parade Floats for 2009 and 2010. She introduced John Cavey and Ray Huffman who were instrumental in building the floats. HCC's float won first prize in 2009 and second prize in 2010. Mr. Cavey said that numerous students have enrolled in the CVT program due to the College's participation in the parade.

### ***STEM Report Award***

The STEM Report received the Gold Medallion Award from the National Council of Marketing and Public Relations. Congratulations to the Office of Public Information and Government Relations on this notable achievement.

## **Monthly and Special Reports**

### ***Personnel Recommendations (ACTION)***

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

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

Vice President Barker reported total revenue for the reporting period was \$14.9 million or 46.3 % of the budget. FY11 exceeded FY10 by \$590,000. Total expenses were \$8.6 million or 27% of the

budget. FY11 exceeded FY 10 by \$735,000. Revenue over expense was \$6.3 million compared to \$6.4 million in FY10. For Auxiliary Services, the Bookstore showed an income of \$232,000, Child Care showed a loss of \$7,700, Food Service showed a loss of \$11,000, and the Technical Innovation Center showed an income of \$20,000 for a total of \$233,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of October 31, 2010 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

### ***Student Learning Outcomes Assessment (SLOA)***

In discussing the Student Learning Outcomes Assessment (SLOA) Program, Assistant Professor Dove said that the SLOA team has been working on those areas that were cited for improvement in the Middle States Periodic Review Report analysis, namely improved assessment in general education courses and the creation of an assessment handbook for faculty. Dr. Dove said that the assessment process is designed to ascertain if the students are not only learning the material that is being taught, but also acquiring skills that can be applied outside the classroom.

### ***Growth of the Student Life Program***

Coordinator of Student Activities, Heather Barnhart, presented a Powerpoint summarizing student life at HCC and the numerous opportunities for students to become involved. She pointed out the proven positive correlation between student involvement in campus life and retention and completion rates. An increase in the number of campus clubs, the diversity of student-centered functions, as well as extended hours for the Hilltop Grille in the Student Center, help to encourage students to stay on campus to participate.

### **Old Business**

#### ***Waltersdorf Quad Master Build Out Plan and Design Standards (ACTION)***

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

#### ***Fund Balance Transfer for PVAEC (ACTION)***

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

### **New Business**

#### ***Contact Hours and Academic Credit Policy***

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

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:20 pm.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr