

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Business Meeting  
December 21, 2010***

A regular meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 21, 2010, in the Career Programs Building Conference Center, Rooms 211 and 213, beginning at 1:35 pm. In attendance:

Board Members

Austin S. Abraham  
Guy Altieri, Secretary / President  
Carolyn W. Brooks  
Merle S. Elliott  
Richard W. Phoebus, Chair  
Gregory I. Snook, Vice Chair

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
John Little -- President, SGA  
Barbara Macht – Dean, Planning and 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  
Theresa Shank – Dean, Continuing Education and Conference Services  
Robert Spong – Director, Facilities Management and Planning  
Elizabeth Stull – Director, Public Information / Government Relations

**Call To Order**

Chair Phoebus presided and convened the regular meeting at 1:25 pm.

**Approval of Minutes (ACTION)**

Ms. Brooks moved to approve the regular and closed meeting minutes for November 12, 2010 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

## **Reports from Campus Groups**

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

John Little, President of the SGA, discussed the current SGA activities and the plans for future events.

### ***Faculty Assembly***

Professor Marschner deferred his report to the January 18 meeting.

## **President's Report**

### ***Board Briefing Summary***

President Altieri discussed highlights in Academic Affairs, Administration and Finance, Planning and Institutional Effectiveness, and Office of the President. An RFP will be conducted for property and liability risk management insurance coverage with an effective date of July 1, 2011. Vice President Barker said that the bid will be offered through e-market, and some type of local posting will alert local brokers to the bidding opportunity.

Plans for the dedication of the new STEM building and the Performing and Visual Arts Education Center (Kepler) renovation are underway for late winter - early spring in 2012. For Kepler, a late February dedication ceremony on Friday with Open House and free performances on Saturday is being considered. For the STEM building, a late March dedication on Friday with an Open House on Saturday, perhaps to coincide with the Flower and Garden Show, has been suggested. Specific dates have not yet been selected. Beth Stull will chair the committee coordinating these events.

### ***A Reminder of Upcoming Events***

President Altieri reviewed the dates and times for upcoming events in January 2011. He pointed out that the Pinning ceremony will be held on January 7, 2011 at 7:00 pm in CLR-111. The MACC Trustee Leadership Conference and Legislative Reception will be held on Monday, January 24. Trustees planning to attend were asked to respond to the president's office by early January.

### ***Middle States Response to the Periodic Review Report***

President Altieri said that the Middle States Commission on Higher Education acted to accept HCC's Periodic Review Report and to reaffirm accreditation. They requested a progress report due by October 1, 2011 documenting general education outcomes and evidence that the Student Learning Outcomes Assessment Plan is regularly updated. The next evaluation visit is scheduled for 2014-2015.

### ***A Promise to Act***

On December 3, 2010, the presidents of the sixteen community colleges in Maryland attended a Completion Agenda Symposium in support of the national completion agenda and “Skills to Compete-Maryland.” The presidents signed A Promise to Act, pledging to unite with education partners to improve high school graduation rates, foster post-secondary participation, define college success and career readiness, and increase college completion rates.

### ***“Certificates Count”***

President Altieri discussed “Certificates count: an analysis of sub-baccalaureate certificates,” published by Complete College America. Certificates can offer students an opportunity to gain valuable knowledge and skills to achieve immediate career advancement, and serve as a solid foundation for further post secondary education.

### ***Firearms Training System and Future Police Academy Partnerships***

President Altieri said that Chief Smith and Sheriff Mullendore would like HCC to take over the Western Maryland Police Academy when ready to do so. They eventually would like county law enforcement officers to have an Associates degree. The Academy would only be in operation when local law enforcement agencies were hiring. The bulk of the Academy staff would be certified in various academy training areas as required by the Maryland Police Training Commission. Students could be self-pay individuals or police-sponsored. The College has researched the purchase of a Firearms Training System, which Chief Smith and Sheriff Mullendore would be willing to maintain in exchange for its use. The College signed an articulation agreement with Western Maryland Police Academy in August 2010.

### **Monthly and Special Reports**

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

Mr. Elliott moved to approve the personnel recommendations for December 2010 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

#### ***Financial Report as of November 30, 2010 (ACTION)***

Vice President Barker reported that total revenue for the reporting period was \$21 million or 65% of the budget. FY11 exceeded FY10 by \$3 million. Total expenses were \$11 million or 34% of the budget. Total revenue over expense was \$10 million compared to \$8 million in FY10. For Auxiliary Services, the Bookstore showed an income of \$214,000, Child Care showed a loss of \$21,000, Food Service showed a loss of \$22,000, and the TIC showed an income of \$27,000, for a total income of \$198,500 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of November 30, 2010 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

## **New Business**

### ***FY11 Fees for New Courses (ACTION)***

Mr. Snook moved to approve the recommended fees for new courses as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

### ***Letter of Recognition in Fitness Training (ACTION)***

Mr. Snook moved to approve the Letter of Recognition in Fitness Training as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***Online Degree, Certificate, and Letters of Recognition Programs (ACTION)***

The College has experienced an increased student interest in completing a degree program completely online. If the Board approved the recommendation, approval would also be required from the Middle States Commission on Higher Education. The first HCC existing program to be offered completely online would be the A.S. degree in Business Administration. Mr. Elliott moved to approve the recommendation as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

### ***December Candidates for Certificates and Degrees (ACTION)***

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

## **Trustee Remarks**

Mr. Snook said the County is discussing a two lane road from Yale Drive, and traffic counters might be beneficial for the College to show the amount and flow of traffic.

In response to a question, it was confirmed that HCC does now have a webcam to document the progress on the STEM building. President Altieri said he would ask Beth Stull to place the existing webcam on the feature section of the home page.

Ms. Brooks said she has suggested to others that a Milton Hershey-type school or seed school with boarding opportunities might be very helpful for Hagerstown and the surrounding area.

The trustees thanked the president, faculty, and staff for a job well done, and wished everyone happy holidays.

**Adjourn to Closed Session**

It was moved, seconded, and approved to adjourn to closed session at 3:04 pm to discuss College property matters, funding strategies, and exercise executive function privilege.

The next regularly scheduled meeting will be held on Tuesday, January 18, 2011, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary