

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
January 18, 2011*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 18, 2011, in the Administration and Student Affairs Building Board Room, beginning at 12:00 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
Lieba Cohen – Director, Institutional Advancement
Sherry Donovan - Recruitment/Advisor for Industrial Technology/Alternative Energy
Technology Programs
Keri-Jon Faulkner - Student
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Joseph Marschner – Chair, Faculty Assembly
Judith Oleks – Vice President, Academic Affairs
Anne Rich – Director, Grants Development
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Jennifer Szczesniak – Assistant Professor, Mathematics
Robert Spong – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations
Tessa Walls - Student

Call To Order

Chair Phoebus presided and convened the regular meeting at 12:13 pm.

Motion to Adjourn to Closed Session

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

Re-convene Open Session

Following adjournment of the closed session, Chair Phoebus re-convened the regular meeting at 1:21 pm. In closed session, the Trustees discussed two (2) legal matters involving college personnel, and one (1) college property issue. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Merle Elliott, Richard Phoebus, and Gregory Snook. President Guy Altieri, Vice President Anna Barker, and Director Donna Marriott were also present.

Approval of Minutes (December 21 Joint, Regular, and Closed) (ACTION)

Ms. Brooks requested that the Chair and Vice-chair designations be corrected in the meeting rosters. Ms. Brooks moved to approve the December 21, 2010 joint, regular, and closed meeting minutes as amended. Mr. Elliott seconded, and the motion carried unanimously.

Report from Campus Groups

Student Government Association

In the absence of an SGA representative, Dean Rudy reported on SGA participation in the Martin Luther King Jr. Day of Diversity celebration and the collaboration among campus clubs.

Faculty Assembly

Professor Marschner discussed the community involvement of a number of faculty members and gave a general overview of the collaborative professional organization, AFFACCT, Maryland's Association of Faculties for Advancement of Community College Teaching.

President's Report

Board Briefing Summary

The President reviewed highlights in Academic Affairs and Institutional Advancement.

MACC Trustee Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception will be held on January 24. Scheduled to attend for HCC are President Altieri and Trustees Phoebus, Snook, Elliott, and Cushwa.

MACC Executive Director Search

President Altieri reviewed the position posting for the Executive Director of MACC. He will serve on the Search Committee, which is composed of one representative from each community college in Maryland.

“Educating the work force”

President Altieri briefly discussed the *Baltimore Sun* editorial, “Educating the work force,” which emphasized the importance of STEM students. Clay Whitlow wrote a letter of response on behalf of the Maryland community colleges.

Merging MHEC and MSDE

In order to address the budget deficit, Maryland has proposed the consolidation of a number of government agencies. One recommendation is to merge MHEC and MSDE. Chancellor Kirwan has opposed the recommendation.

Sondra Crumbacker Donation

Thanks to Sondra Crumbacker for donating the diploma her father, Paul Raymond Athey, received from HCC in 1948. In his position as the first student to cross the stage and receive his diploma, Mr. Athey was literally the first graduate of the College. This diploma was suitably framed and placed on display in the heritage wall in the Administration and Student Affairs building.

Monthly and Special Reports

Personnel Recommendations for January 2011 (ACTION)

Mr. Elliott moved to approve the personnel recommendations for January 2011 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of December 31, 2010 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$21.8 million or 68% of the budget. FY 11 exceeded FY10 by \$1.2 million. Total expenses were \$13.3 million or 41% of the budget. FY11 exceeded FY10 by \$766,000. Total revenue over expense was \$8.5 million compared to \$8.1 million in FY10. For Auxiliary Services, the Bookstore showed an income of \$207,000, Child Care showed a loss of \$54,000, Food Service showed a loss of \$58,000, and the Technical Innovation Center showed an income of \$17,000 for a total of \$112,000 for Auxiliary Services, compared to \$157,000 for FY10. Mr. Elliott moved to accept the financial report as of December 31, 2010 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Progress Reports for the Commission on the Future of HCC

The College co-chairs reported on the discussions and preliminary recommendations of their respective study groups. The final Commission work session will be held on February 15, 2011, at 5:30 pm in the Elliott Conference Center, Rooms 211 and 213. The trustees are invited to

attend. The trustees will review the draft report for the Commission on the Future of HCC at the March 1, 2011 Board Retreat.

Introduction of the 2011 All-USA Academic Team

Sherry Donovan and Jennifer Szczesniak, co-advisors for Phi Theta Kappa, introduced the nominees for the 2011 All-USA Academic Team, Tessa Walls and Ker-Jon Faulkner. Ms. Walls is majoring in Biology and Biotechnology with the ultimate goal of becoming a doctor, and Ms. Faulkner is majoring in English with the intention of teaching college literature and continuing to publish her fiction and poetry. Congratulations to both students on this noteworthy achievement.

Grants Update

Director of Grants Development, Anne Rich, gave a five year summary of grants history, including a synopsis of positions that are funded by grant dollars, and those that the College will sustain once the grant has expired. The College has steadily increased the number of grants submitted from a total of three in FY06 to a total of twelve in FY12, taking advantage of this important funding source. Four grants for a total of \$1.6 million have been submitted and are currently pending, and four proposals are currently in development.

Old Business

County Funding Request for FY12

Vice President Barker discussed the County funding request for FY12, which represents a 2.54% increase over FY11. These figures could change pending final State funding cuts.

New Business

Proposed FY11 Budget Adjustments

Vice President Barker discussed the recommendation for mid-year budget revision and distribution of designated/discretionary funds following a review of actual revenue and expenditures compared to budget projections. Mr. Elliott approved the proposed budget adjustments for FY11 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

HCC Time Capsule to be Placed in the STEM Building

Dean Macht and President Altieri briefly discussed the tentative time line materials selection for the time capsule, and the research for best practices.

Permitting for Kepler Renovations

Director Spong discussed the permitting for the Kepler renovations. An ADA advisory committee, who wants the front bowl of the auditorium renovated for wheelchair accessibility, has temporarily halted the permitting process. It was noted that the current architectural plans for this renovation are compliant with ADA guidelines. In addition to the wide, flat floor space between the front and back sections of seats that currently provides wheelchair access, the renovation plans include additional seating in the back. Dr. Spong will meet with County officials to resolve the issue.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 4:44 pm.

The next regularly scheduled meeting will be held on Tuesday, February 15, 2011, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr