

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
February 15, 2011***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 15, 2011, 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
Margaret Hetzer
Merle Elliott
Richard Phoebus, Chair
Gregory Snook, Vice-Chair

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Jennifer Haughie – Director, Admissions, Records, and Registration
John Little – President, SGA
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 Community 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 12:13 pm.

Consider a Motion to Adjourn to Closed Session

It was moved, seconded, and approved to adjourn to closed session to discuss financial strategy and Board administrative matters and exercise executive function privilege.

Reconvene Open Session

Following adjournment of the closed session, Chair Phoebus re-convened the regular meeting at 1:34 pm. In closed session, the Trustees discussed two (2) matters relating to financial strategy and one (1) Board administrative matter. Present during closed session were Trustees Austin Abraham,

Carolyn Brooks, Merle Elliott, Margaret Hetzer, Richard Phoebus, and Gregory Snook. President Guy Altieri, Director Spong, Director Marriott, and Vice President Barker were also present for discussions directly related to their respective departments.

Approval of Minutes (January 18, 2011 Closed and Regular Sessions) (ACTION)

Ms. Brooks moved to approve the closed and regular meeting minutes as submitted. Mr. Abraham seconded, and the motion carried unanimously.

Report from Campus Groups

Student Government Association

John Little discussed past, current, and future SGA events. The SGA continues to work on strengthening the organization and increasing student participation in campus activities.

Faculty Assembly

Professor Marschner reported current topics discussed by Faculty Assembly, and highlighted achievements and community activities by a number of faculty.

President's Report

Board Briefing Summary

President Altieri summarized events in Student Affairs, Administration and Finance, and Facilities and Grounds. Vice President Barker gave a brief summary of the RFP process for the College's Property and Liability Insurance Program. The RFP was issued at the end of January. In addition to posting the notice on eMaryland Marketplace and the Herald Mail, a direct mailing also alerted local brokers and underwriters of the process.

Student Advocacy Day

President Altieri and Dean Rudy accompanied approximately fifteen HCC students to Annapolis for Student Advocacy Day. The students met with members of the Washington County legislative delegation, and emphasized the importance of continued support for community colleges.

Recap of MACC Trustee Leadership Conference and Legislative Reception

President Altieri and Trustees Elliott, Snook, Phoebus, and Cushwa attended the MACC Trustee Leadership Conference and Legislative Reception on January 24, 2011. All agreed it was a valuable experience, although some breakout groups were more beneficial than others.

Rotary on Campus

A reminder that the downtown Rotary will meet on the HCC campus on March 9, 2011, 11:00 am to 1:30 pm, in the Elliott Conference Center, Rooms 211 and 213. The program's focus will be energy tech programs.

Commission on the Future of HCC

President Altieri said that the final work session for the Commission on the Future of HCC study groups would be held at 5:30 pm in the Elliott Conference Center. Trustee Elliott would speak to the group about the history of the College. Results of the second survey will be discussed. All trustees are welcome to attend.

Nora Roberts Writing Institute

President Altieri, Dean Shank, and Anne Rich were scheduled to meet with Nora Roberts' publicist in the next few days to discuss the creation of the Nora Roberts Writing Institute. Ms. Roberts had expressed great interest in the submitted proposal, and it is anticipated that the first Institute will be held this summer. A proposal has also been submitted to the Nora Roberts Foundation for equipment for the Kepler Theater.

Board Retreat Agenda for March 1, 2011

President Altieri said this retreat will focus on the College's increasing enrollments, current financial status, and future funding. The Board self-evaluation process will also be discussed.

Monthly and Special Reports

Personnel Recommendations for February 2011 (ACTION)

Ms. Brooks moved to approve the personnel recommendations for February 2011 as submitted. Mr. Abraham seconded, and the motion carried by majority vote. Mr. Snook abstained.

Financial Report as of January 31, 2011 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$22.3 million, or 70% of the budget. FY11 exceeded FY10 by \$900,000. Total expense was \$15.3 million, or 48% of the budget. FY11 exceeded FY10 by \$379,000. Total revenue over expense was \$7 million, compared to \$6.6 million in FY10. For Auxiliary Services, the Bookstore showed an income of \$414,000, Child Care showed a loss of \$38,000, Food Service showed a loss of \$50,000, and the TIC showed an income of \$24,000, for a total of \$349,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of January 31, 2011 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

President Altieri said the County review of the College's CIP request was scheduled for February 22. Trustee Snook has agreed to represent the Board at that session. Greg and Deb Murray suggested a meeting prior to that date to discuss the College's requests. Wrap up of the Arts and Sciences complex and the Performing and Visual Arts Education Center (Kepler) are scheduled for FY12. The College requested design of the Student Center expansion in 2013 with construction in 2014. The County placed design in 2012 with construction in 2014 and 2015. It was noted that once the County officials have committed to a project, they will work with the College to get it completed. It was a very positive meeting.

Spring 2011 Enrollment Report

Director Haughie discussed the spring 2011 enrollment report. Total headcount was up 4.2%, with total credits and FTE each up 3.8%. Minority enrollments remained strong, up 11.2% over last year. ESSENCE enrollment has gone down, possibly because of the emphasis on Advanced Placement classes in the high schools.

USM-H and HCC Partnership

President Altieri discussed the College's continuing partnership with USM-H, and the Center's annual challenge to maintain state funding levels. Even though enrollments have increased steadily, the current economic climate and state budget deficits make it unlikely that the Center's funding situation will improve significantly in the next few years.

New Business

Review First Draft of the Annual Plan and Budget for FY12

Vice President Barker and Dean Macht discussed the draft plan and budget for FY12. They reviewed the budget planning process, and pointed out that the current draft provides a very global picture, with further refinement over the next few months. Vice President Barker said that the \$33 million FY12 budget reflects no increase in salaries and wages, a 3% tuition increase (pending the Board's decision regarding tuition at the April meeting), and a requested increase in county funding of 1.5%. The final budget for FY12 will be submitted to the Board for approval at the May 24, 2011 meeting.

Special Full Time Employee Benefit (ACTION)

The Administration recommended that a onetime \$750 special full time employee benefit stipend be given to all regular active current employees in good standing as of February 15, 2011. This stipend would help to offset the rise in healthcare costs. Mr. Elliott approved the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:23 pm.

The next regularly scheduled meeting will be held on Tuesday, March 15, 2011, in the Elliott Conference Center, Rooms 211 and 213, immediately following the joint meeting with the County Commissioners.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr