

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
March 15, 2011*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 15, 2011, in the Administration and Student Affairs Building Board Room, beginning at 11:00 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

Anna Barker – Vice President, Administration and Finance
Barbara Macht – Dean, Planning & 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 Community Services
Robert Spong – Director, Facilities Management and Planning
Maggie Stone – Vice President, SGA
Elizabeth Stull – Director, Public Information / Government Relations

Guests

Joseph Kroboth – Director, Washington County Public Works
Joseph Kuhna – Washington County Real Property Administrator

Call To Order

Chair Phoebus presided and convened the regular meeting at 11:05 am.

Consider a Motion to Adjourn to Closed Session

It was moved, seconded, and approved to adjourn to closed session to discuss College property, personnel, 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 1:30 pm. In closed session, the Trustees discussed one (1) College property matter, one (1) Board administrative matter, and one (1) personnel matter relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Richard Phoebus, and Gregory Snook. President Guy Altieri, Director Spong, and Vice President Barker were also present for discussions directly related to their respective departments.

Approval of Minutes (February 15, 2011 Closed and Regular Sessions) (ACTION)

Mr. Snook moved to approve the closed and regular meeting minutes for February 15, 2011 as submitted. Ms. Brooks seconded, and the motion carried unanimously.

Report from Campus Groups

Student Government Association

Vice President Maggie Stone 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 deferred his report of Faculty Assembly news until next month.

Special Topic: Robinwood Road Widening, Land Purchase, and AT&T Fiber Optic Relocation (ACTION)

Joseph Kroboth, Director of Washington County Department of Public Works, and Joseph Kuhna, Real Property Administrator, discussed the project for widening Robinwood Drive and how it would affect HCC property fronting Robinwood, and the campus entrance. The proposed plan would extend four lanes to Academic Boulevard, provide a double left turn into campus, and a free right turn out of campus. It was suggested that any plan include moving the traffic control box to another location to eliminate the need for the high wall and college sign that obstructs the view of oncoming traffic from the left when exiting the campus. The original County plan proposed two water retention ponds in the front of the campus. As an alternative, Mr. Kroboth proposed a small control wall to be built in front of the drainage pipe at Scholar Drive, which would meet storm water requirements. The County would plant any shrubbery around this wall if desired. As part of the project, the County would also provide a sidewalk, or multi modal lane, from Robinwood back to the LRC. A retaining wall, 350 feet long and 13 to 14 feet high, would be placed around the existing pumping station. The County would work with the College to match the color to the existing stone on the College buildings, and work on the design to make it attractive. An access

road for City maintenance would be built by the County from Robinwood to the pumping station. Mr. Kroboth suggested a traffic roundabout might be a safe and effective alternative to the current plan, and the Board was generally in favor of this. Mr. Kroboth will revise the plans to include a roundabout.

It was recommended that the Board of Trustees approve the sale of approximately two acres of land and less than ½ acre of easements for the Robinwood Road Widening project and the relocation of AT&T's fiber optic cable as proposed by the Washington County Board of Public Works. In this regard, the Board would authorize the College Administration to finalize and sign an agreement with the County that would include compensation for the fair market value of the land, the design of the road improvements, the design of the associated water retention areas, and the specifications of a retention wall and other attributes that would enhance the look and functionality of HCC's campus entrance area on Robinwood Drive. Mr. Elliott moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

President's Report

Board Briefing Summary

President Altieri summarized events in Student Affairs and Continuing Education and Conference Services. He pointed out that registration for College for Kids is now offered online.

Senior Center Affidavit

President Altieri signed an affidavit authorizing the Washington County Department of Public Works to make application for the work on the Senior Center to be located on the College's property.

Spring 2011 Campus Activities

A summary of the key spring campus events was provided. An RSVP sheet will be included for the trustees in the April Board materials.

HCC Wins Community Impact Award

HCC won the Community Impact Award at the recent Washington County Business Awards. Thanks to Beth Stull for her work in preparing and submitting the nomination.

More Studies Indicating Students are not Ready for College

President Altieri briefly discussed the article, "Most New York students are not college-ready," published by the New York Times on February 7, 2011. He pointed out that the information in the article is relevant to all areas of the country.

Pre-STEM DOL Grant Proposals

President Altieri said that HCC is preparing proposals for two large DOL grants. Career Pathways Innovation Fund is due March 31, 2011, and TAA Community College & Career Training Grants Program is due April 21, 2011. Both proposals will focus on a pre-STEM support system to help students enter and make it through STEM programs, including biotechnology, alternative energy technology, digital instrumentation and process controls, cyber security, and health science tracks, including nursing. It is expected that these two grants will be the last opportunity to obtain major Federal dollars for the next two to four years.

PVAEC (Kepler) Renovations Update

The Board reviewed photos of the Kepler Theater renovations. No concerns were expressed.

Meeting with Potomac Edison President, Jim Fakult

Chair Phoebus and President Altieri recently met with the new president of Potomac Edison, Jim Fakult, to introduce him to the many opportunities available at HCC, and request that Potomac Edison consider making a donation to the College's capital campaign in support of the local community.

Monthly and Special Reports

Personnel Recommendations for March 2011 (ACTION)

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

Financial Report as of February 28, 2011 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$25.7 million, or 80% of the budget. FY11 exceeded FY10 by \$1 million. Total expense was \$17.3 million, or 54% of the budget. FY11 exceeded FY10 by \$420,000. Total revenue over expense was \$8.3 million, compared to \$7.7 million in FY10. For Auxiliary Services, the Bookstore showed an income of \$381,000, Child Care showed a loss of \$45,000, Food Service showed a loss of \$45,000, and the TIC showed an income of \$41,000, for a total income of \$331,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of February 28, 2011 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

New Business

Student and Community Fee Schedule for FY12 (ACTION)

Mr. Snook moved to approve the student and community fee schedule for FY12 as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Auditing Firm RFP for FY11

Vice President Barker said that on March 7, 2011, the College issued a Request for Proposal for External Audit Services. The RFP was advertised locally as well as posted on eMaryland Marketplace. These audit services will include the College as well as the HCC Foundation. Contract performance is for 3 years with the option to renew the agreement for three one-year extensions upon mutual agreement by both parties. The three year periods to be covered by the audit examination are the College's fiscal years ending June 30, 2011, June 30, 2012, and June 30, 2013.

Acceptance of International Baccalaureate (IB) Credits (ACTION)

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

Arts and Sciences Option in Pre-Pharmacy (ACTION)

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

Arts and Sciences Option in Administration of Justice (ACTION)

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

Marketing Update

Beth Stull is currently working on the Community Report. It is scheduled to be ready by May 24 for distribution in the Herald Mail. A sticker on the front of the paper will advertise its enclosure. Dedication dates for STEM and PVAEC have been tentatively set and will be published once finalized.

Mt. Aetna Farms Property Update

Chair Phoebus said that CHIEF has signed a contract with Diakon for the Mt. Aetna Farms property and hopes to settle by May 1, 2011.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:45 pm.

The next regularly scheduled meeting will be held on Tuesday, April 26, 2011, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr