

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
May 24, 2011*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 24, 2011, in the Administration and Student Affairs Building Board Room, beginning at 12:30 pm. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Carolyn Brooks
Patricia Cushwa
Merle Elliott
Margaret Hetzer
Richard Phoebus, Chair
Gregory Snook, Vice-Chair

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Anthony Brittingham, Jr. - President, SGA
Monica Hutchins – Academic Advisor
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
Elizabeth Stull – Director, Public Information / Government Relations

Others

Jaclyn Davies – IBC, Inc.
Christopher Franki – IBC, Inc.

Call To Order

Chair Phoebus presided and convened the regular meeting at 12:26 pm.

Consider a Motion to Adjourn to Closed Session

It was moved, seconded, and approved to adjourn to closed session to discuss College property, personnel-related matters, and exercise executive function privilege.

Reconvene Open Session

Following adjournment of the closed session, Chair Phoebus re-convened the regular meeting at 2:26 pm. In closed session, the Trustees discussed two (2) College property matters, 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, Margaret Hetzer, Richard Phoebus, and Gregory Snook. President Altieri, Director Marriott, Director Spong, and Vice President Barker were also present for discussions directly related to their respective departments.

Approval of Minutes (May 3, 2011) (ACTION)

Mr. Snook moved to approve the minutes for two closed sessions and one regular meeting for May 3, 2011 as submitted. Ms. Hetzer seconded, and the motion carried unanimously.

Report from Campus Groups

Student Government Association

Newly elected SGA President, Anthony Brittingham, introduced himself and discussed several issues upon which he would like to focus this fiscal year, one of which was the safety of students walking to campus. President Altieri said the traffic light at the campus entrance and a sidewalk coming into campus are currently being reviewed.

Faculty Assembly

Professor Marschner deferred the report from Faculty Assembly until the June Board meeting.

President's Report

Board Briefing Summary

President Altieri summarized events in Student Affairs, Academic Affairs, Facilities and Grounds, Institutional Advancement, and Planning and Institutional Effectiveness. Mr. Elliott thought a demonstration of Moodlerooms, the new course management software system, would be informative for the Board at a future meeting. In response to a question from Mr. Snook regarding the chosen vendor for the brick for STEM and Kepler, Director Spong said he would check and provide that information to the Board.

HCC's Community Report

Director Stull said that HCC's Community Report would be distributed through the Herald Mail on Saturday, May 28. It included an overview of the The Commission on the Future of HCC and the seventeen recommendations generated by the Commission's work.

Update on the Vice President for Academic Affairs Search

President Altieri said that of the eighty-five candidates who applied for the Vice President for Academic Affairs position, ten were interviewed via SKYPE, and five of those will be invited to campus for personal interviews. Selection of the new Vice President for Academic Affairs is expected by early to mid July.

Monthly and Special Reports

Presentation by the Insurance Buyers' Council

Jaclyn Davies and Christopher Franki of Insurance Buyers' Council (IBC), independent consultants, discussed the Property and Liability Insurance Analysis. The RFP was placed on eMaryland Marketplace and in the local newspaper. Notification letters were also sent to local brokers. Ultimately, proposals were received from J. Edward Cochrane & Company, Inc., Schoenfeld Insurance Associates, CBIZ Insurance Services, Inc., Alliant Insurance Services, Inc., and PSA Insurance and Financial Services. Keller Stonebraker Insurance, Inc. and HMS Insurance Associates decided not to submit proposals. The criteria used to evaluate the proposals were scope of coverage, insurer financial ratings, insurer and producer services, reasonably anticipated net cost, and references.

Property and Liability Insurance (ACTION)

Mr. Elliott moved to approve the recommendation that property and liability insurance be handled by Utica as the insurer and J. Edward Cochran & Company, Inc. as the Agent effective July 1, 2011 with an estimated annual premium of \$195,021. (It was noted that coverage for Health Student Professional Liability was not yet finalized, but the recommendation assumed the highest premium of the options.) In addition, the College administration would have the authority to pursue coverage for Information Security and Privacy Liability with a premium not to exceed \$16,200. Ms. Brooks seconded, and the motion carried by unanimous vote.

Personnel Recommendations for May 2011 (ACTION)

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

Financial Report as of April 30, 2011 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$31.5 million, or 98% of the budget. FY11 exceeded FY10 by \$1.3 million. Total expense was \$22 million, or 69% of the budget. FY11 exceeded FY10 by \$689,000. Total revenue over expense was \$9.3 million, compared to \$8.7 million in FY10. For Auxiliary Services, the Bookstore showed an income of \$324,000, Child Care showed a loss of \$55,000, Food Service showed a loss of \$53,000, and the TIC showed an income of \$28,000, for a total income of \$244,000 for Auxiliary Services compared to \$276,000 in FY10. Vice President Barker will begin to show the gross profit margin on the financial report as requested by Mr. Elliott. Mr. Elliott moved to accept the financial report as of April 30, 2011 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Highlights of the 2012 Plan

President Altieri, Vice President Oleks, Vice President Barker, Dean Macht, Dean Rudy, and Dean Shank discussed the highlights of the 2012 Strategic Plan respective to their departments.

Old Business

FY12 Plan and Operating Budget (ACTION)

Mr. Elliott moved to approve the FY12 Plan and Operating Budget as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

New Business

Pay Rate Schedule for Temporary and/or Grant-funded Positions and Additional Assignments for FY12 (ACTION)

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

AAS Digital Instrumentation and Process Control Program Approval (ACTION)

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

Appointment of Nominating Committee (ACTION)

Chair Phoebus recommended that Trustees Elliott and Brooks serve on the Nominating Committee, with Trustee Elliott serving as the chair. Mr. Snook moved to approve 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 4:43 pm.

The next regularly scheduled meeting will be held on Tuesday, June 21, 2011, in the Administration and Student Affairs Board Room.

Respectfully submitted,

A handwritten signature in cursive script that reads "Guy Altieri". The signature is written in black ink and is positioned above the printed name and title.

Guy Altieri, Ed.D.
President/Secretary

GA/bwr