

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
June 21, 2011***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 21, 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
Richard Phoebus, Chair
Gregory Snook, Vice-Chair

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Anthony Brittingham, Jr. - President, SGA
Jennifer Haughie – Director, Admissions, Records, and Registration
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
Elizabeth Stull – Director, Public Information / Government Relations

HCC Foundation

Lieba Cohen – Director
Mark Harrell – Campaign Committee Chair
William Mann -

Call To Order

Chair Phoebus presided and convened the regular meeting at 11:15 am.

Consider a Motion to Adjourn to Closed Session

It was moved, seconded, and approved to adjourn to closed session to discuss 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 1:12 pm. In closed session, the Trustees discussed two (2) personnel matters 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, Richard Phoebus, and Gregory Snook. President Altieri and Vice President Barker were also present.

Approval of Minutes (May 24, 2011) (ACTION)

Ms. Brooks moved to approve the May 24, 2011 regular meeting minutes as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

Mr. Brittingham reported on current and future SGA events.

Faculty Assembly

Professor Marschner reported on current Faculty Assembly topics. The Faculty Retreat with the President and Executive Officers has been scheduled for August 22.

Foundation Capital Campaign Update

Lieba Cohen and Mark Harrell reported on the HCC Foundation Capital Campaign, “The Best is Yet to Be,” designed to raise funds for furniture and equipment for the STEM building, PVAEC (Kepler), and the existing Classroom Building and Science Building renovations. With the early resignation of James Pierne as co-chair of the committee, the Foundation has re-organized the campaign into three areas of emphasis – science and technology for STEM, the arts for the PVAEC (Kepler), and general education for the other two buildings. This approach should attract donors with diverse interests and allow them to allocate their donation to the area most important to them. Coordinators for each of these three areas will be selected to spearhead the effort, and a re-launch is planned for fall 2011. The Trustees viewed a short video to be used in conjunction with written materials in the campaign drive. The Trustees were asked to identify prospective donors to be approached, and to be available to participate in donor visits to campus. Mr. Harrell said that 100% of the Foundation Board has committed support to the campaign.

President's Report

Board Briefing Summary

President Altieri summarized events in Academic Affairs, Continuing Education, Planning and Institutional Effectiveness, and the Technical Innovation Center.

Key Campus Events for FY12

The president reviewed the key campus events for FY12 for the trustees' calendars, pointing out the dedication dates for Kepler (PVAEC) and STEM are March 30 and April 27, 2012, respectively.

MACC Board of Directors Meeting

The MACC Board of Directors Meeting will be held on June 22, 2012, 2:00 – 4:00 pm in the MACC Office.

Collaborative Partnership Discussions with Meritus Medical and Private Christian School Consortium

In separate meetings, President Altieri met with Joseph Ross, President and CEO of Meritus Medical; and Jack Appleby, Headmaster for Grace Academy, and a consortium of private Christian school officials, to discuss respective opportunities for collaboration. During the introductory meeting, Mr. Ross expressed great interest in partnering opportunities with the College. Mr. Appleby's group was particularly interested in ways to enhance their curricula to feed into the STEM initiative. PowerPoint presentations presented at each of the meetings were shared with the trustees.

Update on MACC Executive Director Search

President Altieri said that the MACC Executive Director Search Committee conducted personal interviews with four candidates at the MACC Office yesterday. The Committee will evaluate and make a final selection shortly.

Update on the Vice President for Academic Affairs Search

President Altieri said that four strong candidates have been invited to campus for interviews the week of June 27, and a fifth candidate is scheduled for a Skype interview. He pointed out that the Herald Mail omitted an important part of the press release that stated the search will be considered ongoing until a final selection has been made. Dr. Dave Warner is one of the four finalists invited for a personal campus interview.

Phi Theta Kappa Chapter Awarded Five Star Status

President Altieri said that the Pi Theta Chapter of Phi Theta Kappa, national honor society, was awarded five star status, the highest level in the ranking system. Chapters must fulfill specific requirements to achieve each level in the Development Plan. Congratulations to co-advisors, Sherry Donovan and Jennifer Szczesniak.

Status Report on Construction Projects

President Altieri reviewed the status of the numerous construction projects currently underway and scheduled to begin in the near future. It was noted that the Senior Center has been placed on hold by the County for further evaluation. The site for the Energy House, beside the ARCC, was chosen to maximize the effects of the sun and wind. Frederick Seibert & Associates will provide the site development drawings. The Geo-Thermal well contractor is applying for permitting this week. HCC will work with a small architectural firm and will serve as the general contractor for the alternative energy systems. Maryland Solar will be approached about the possibility of a collaborative purchasing arrangement for the solar panels, or perhaps making a donation of solar panels to the project.

Monthly and Special Reports

President Altieri's Contract (ACTION)

Mr. Snook moved to extend President Altieri's contract through June 2015. Ms. Brooks seconded, and the motion carried by unanimous vote.

Personnel Recommendations for June 2011 (ACTION)

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

Financial Report as of May 31, 2011 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$31.7 million, or 99% of the budget. FY11 exceeded FY10 by \$1 million. Total expense was \$24 million, or 76% of the budget. FY11 exceeded FY10 by \$782,000. Total revenue over expense was \$7.3 million, compared to \$7 million in FY10. For Auxiliary Services, the Bookstore showed an income of \$345,000, Child Care showed a loss of \$69,000, Food Service showed a loss of \$70,000, and the TIC showed an income of \$38,000, for a total income of \$244,000 for Auxiliary Services compared to \$296,000 in FY10. Ms. Brooks moved to approve the financial report as of May 31, 2011 as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Summer Enrollment Report

Director Haughie reviewed the summer enrollment report, noting the upward trend continues with total headcount up 6% and total FTE up 11.4% over last year at this time. Only ESSENCE Out of State had declined. Looking at demographics, minority students were up 9.6%, male students were up 15.8%, and full time students were up 22.5%.

Gainful Employment Final Rule

Vice President Oleks discussed Gainful Employment requirements, which were established by the U.S. Department of Education in October 2010, and become effective July 1, 2011. Colleges must disclose specific information about certificate programs with sixteen or more credits. By July 1, the following information must be posted on the College's Web site: 1) Standard Occupational Classification, 2) on-time graduation rate for completers, 3) tuition and fees for on-time completers, 4) cost of books and supplies, 5) job placement rate for completers, and 6) median loan debt incurred by completers. Failure to post information on the Web site would result in loss of financial aid for that certificate and a subsequent financial aid audit. Many colleges have very little data on the job placement rate for completers. The Department of Education is working with the National Center for Education Statistics to provide a methodology for calculating this data.

Cultural Diversity Plan (ACTION)

Dean Macht discussed the Cultural Diversity Plan. Dean Macht said that enrollments for Black or African American students were 10.6% of the fall 2010 enrollment, which exceeded the percentage in the county. Overall minority enrollments were up 79.2% from fall 2005 and the last Middle States self-study. Hispanic enrollment has increased 162.2% since fall 2005, and is expected to continue to increase as the demographic of the College's service area continues to change. Mr. Snook moved to approve the Cultural Diversity Plan as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Old Business

Finalize Board Meeting Dates for FY12 (ACTION)

President Altieri reviewed the Board meeting dates for FY12, pointing out the special meeting on August 16. Mr. Snook moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

New Business

FY12 Fees for New Courses (ACTION)

Vice President Barker discussed fees for new courses in FY12. These fees will ultimately be included in the Student and Community Fee Schedule approved by the Board annually. Mr. Snook

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

Board Re-organization (ACTION)

In accordance with Article IV of the Constitution and By-laws, Chair Phoebus turned the meeting over to President Altieri to conduct an election for the office of chair for FY12. Trustee Brooks, as a member of the Nominating Committee, nominated Richard Phoebus as candidate for Board Chair. Mr. Snook moved to close the nominations. Mr. Abraham seconded, and the motion carried by unanimous vote. Mr. Phoebus was elected Chair by acclamation.

Chair Phoebus assumed chairmanship of the meeting. Ms. Brooks nominated Gregory Snook as candidate for Board Vice-Chair. Mr. Abraham moved to close the nominations. Ms. Brooks seconded, and the motion carried by unanimous vote. Mr. Snook was elected Vice-Chair by acclamation.

Chair Phoebus added that the Board acknowledged that President Altieri would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:33 pm.

The next regularly scheduled meeting will be held on Tuesday, August 16, 2011, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr