

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
August 16, 2011*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, August 16, 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  
Patricia Cushwa  
Margaret Hetzer – by phone  
Richard Phoebus, Chair  
Gregory Snook, Vice Chair

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Barbara Macht – Dean, Planning and Institutional Effectiveness  
Joseph Marschner – Chair, Faculty Assembly  
Donna Marriott – Director, Human Resources  
Donna Rudy – Dean, Student Affairs  
Barbara Roulette – Recording Secretary  
Theresa Shank – Dean, Continuing Education and Conference Services  
Beth Stull – Director, Public Information  
David Warner – Vice President, Academic Affairs

**Call To Order**

Chair Phoebus presided and convened the regular meeting at 12:24 pm.

**Closed Session**

It was moved, seconded and approved to adjourn to closed session to discuss personnel matters affecting one or more individuals, Board administrative matters, and exercise executive function privilege.

**Re-convene Open Session**

Following adjournment of the closed session, Chair Phoebus re-convened the regular meeting at 1:26 pm. In closed session, the Trustees discussed one (1) Board administrative matter, and two (2) personnel matters dealing with compensation and/or benefits. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Margaret Hetzer (by phone), Richard

Phoebus, and Gregory Snook. President Guy Altieri, Vice President Anna Barker, and Director Donna Marriott were also present.

### **Old Business**

#### ***FY12 Faculty and Staff Salaries and Benefits (ACTION)***

Mr. Snook moved to approve a salary increase for FY12 for regular faculty and staff with a 2% midpoint increase and a .75% adjustment to base salaries, retroactive to July 1, 2011. Ms. Brooks seconded, and the motion carried by unanimous vote.

#### ***Addition of Vision Benefit (ACTION)***

Ms. Brooks moved to approve the addition of a fully insured vision plan via CareFirst (BCBS) for all benefit eligible employees. Mr. Abraham seconded, and the motion carried by unanimous vote. Mr. Snook said he supported the vision benefit, but suggested that the administration also study some type of retirement supplement.

#### **Approval of Minutes (June 21, 2011 Closed and Regular) (ACTION)**

Mr. Snook moved to approve the closed and regular meeting minutes for June 21, 2011 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

### **Board Chair Annual Appointments**

Chair Phoebus announced the following appointments for FY12: Mr. Elliott (Chair), Mr. Phoebus, and Mr. Abraham will serve on the Audit Committee; Ms. Hetzer will serve as Foundation Liaison; Ms. Cushwa (Chair), Mr. Abraham, and Ms. Brooks will serve on the Board Self-Evaluation Committee; Mr. Phoebus and Mr. Snook will serve as MACC Representatives; and Mr. Snook will serve on the HCC Foundation's Capital Campaign Leadership Committee. Ms. Cushwa moved to approve these appointments as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

### **Reports from Campus Groups**

#### ***Student Government Association***

There was no representative present from the SGA.

#### ***Faculty Assembly***

Faculty Assembly Chair, Joe Marschner, said the executive committee has met to discuss topics to be discussed at the Faculty Retreat with the president and executive officers scheduled for August 22, 2011.

## **President's Report**

### ***Welcome to Vice President of Academic Affairs, David Warner***

President Altieri welcomed back Dr. David Warner to the College in the position of Vice President of Academic Affairs. Dr. Warner most recently served as Executive Director of USM-Hagerstown, and prior to that, had held the position of Director of Instruction at HCC.

### ***Board Briefing Summary***

President Altieri discussed highlights in Student Affairs and Administration and Finance, including the sculpture commissioned by the Robinwood Players Theater Club for the entrance to Kepler, and the new telephone system to be installed campus wide in September.

### ***Senator Mikulski's Press Conference on July 18, 2011***

Senator Mikulski held a press conference on campus on July 18, 2011, to announce that Washington County had received \$600,000 in grant funding for the extension of Yale Drive. Mr. Phoebus said that CHIEF's main focus will be the Mt. Aetna Farms property, and that additional grant funding could be available in the next several years.

### ***"Go to Community College, Earn a Bachelor's Degree"***

President Altieri discussed the Chronicle of Higher Education article, pointing out that seventeen states currently allow community colleges to offer bachelor's degrees, which primarily focus on applied career courses.

### ***Maryland Solar Project Update***

The solar farm project proposed by Maryland Solar, LLC is moving forward. The Board of Public Works recently voted 2-1 to lease land near the prison complex. A public hearing is scheduled to be held at HCC on August 24, and turn out is expected to be light. The College is negotiating with Maryland Solar to place a remote monitoring module in the STEM for student instructional purposes. It was pointed out that Maryland Solar will receive a large federal rebate, and perhaps they would be willing to donate a portion of that rebate to the College. Mr. Enright agreed to help persuade Governor O'Malley to attend the STEM dedication, although he made no promises.

### ***Proposed Meeting Topics for FY12***

The Board reviewed the proposed topics for FY12 Board meetings. Agenda topics will continue to evolve throughout the year as circumstances dictate. President Altieri pointed out that the joint meeting with the Washington County Legislative Delegation is scheduled for Tuesday, November 15, instead of the usual Friday meeting. Delegate Serafini, Chair of the Delegation, confirmed this date.

### ***MACC Executive Director Search Update***

Clay Whitlow, who earlier this year retired as Executive Director for MACC, has agreed to work on a part time basis through March 2012 to give the Search Committee additional time to conduct a second search. The candidate selected by the Committee following the initial search ultimately declined the offer.

### ***Appointment of a New Interim MHEC Secretary***

Danette Howard has been appointed the new Interim Secretary for MHEC.

### ***Expanding the Opportunity Fund***

President Altieri said that students who pay for their own education are taking fewer classes due to the current economic climate. HCC has expanded the Opportunity Fund, offering a scholarship to cover the cost of one class to those county students already enrolled with six or nine credits and paying for college on their own without financial assistance and have earned a high GPA. Early response has been positive. It is estimated that 100 to 150 students will take advantage of this offer.

### ***Sesame Street Goes STEM***

PBS has announced that the focus of the preschool educational series will be on science, math, and engineering education, and will include age appropriate experimentation. The new season begins on September 26.

### ***Grand Opening for the C. Williams Brooks building on September 23, 2011***

Trustee Brooks said that she became interested in subsidized housing through her father's interest and work in this area. She and her father have served a total of 35 years on the Board of the Hagerstown Housing Authority. The newest apartment complex built on Baltimore Street for the senior population was named for Ms. Brooks' father, C. Williams Brooks. Ms. Brooks said the facility is currently 50% rented, and they hope to have occupancy to 100% by the grand opening on September 23.

### **Monthly and Special Reports**

#### ***Personnel Recommendations (ACTION)***

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

#### ***Financial Report***

Vice President Barker said the financial report will be presented at the September 20, 2011 meeting.

### ***Update on Campus Construction Projects***

President Altieri summarized the progress on the campus construction projects. He said that the Energy House is located between the Amphitheater and the ARCC, but closer to the ARCC to maximize the exposure to sun and wind for generating energy and for greater exposure to public view. Of all the projects, the only delay to report was 15 days on the STEM building. Hess has been asked to move the substantial completion date to December 15, 2011 to compensate.

### ***MACC CIP Prioritization List for FY13***

President Altieri pointed out that the design for the Student Center Expansion, ranked thirteenth on the MACC CIP Prioritization List for FY13, and at the \$51,500,000 running total mark, would probably be funded if the state allocates \$68,000,000 for CIP projects as it has done in previous years. Ms. Cushwa commended President Altieri on his successful strategy for securing CIP funds.

### ***Tuition Waiver for Disabled Students (ENDORSEMENT)***

Dean Rudy discussed the new guidelines for tuition waiver for disabled students, a new Maryland law which becomes effective October 1, 2011. The Board endorsed the new guidelines as presented.

### **New Business**

#### ***Gainful Employment Update and Median Debt Load for Students at Kaplan University and HCC***

Dean Rudy said all the gainful employment disclosures were published on the College Web site by the July 1 deadline. She compared the debt load of Kaplan and HCC students in Medical Assistant and Medical Billing/Coding certificate programs, and noted that the cost for the Kaplan programs was considerably higher.

#### ***Discontinued Certificate Programs (ACTION)***

As part of the gainful employment review, the College proposed to eliminate the following certificate programs because of low enrollment and/or low job placement rates: Administration of Justice Corrections; Customer Service Assistant; Instructional Paraprofessional Math; Instructional Paraprofessional Science; Instructional Paraprofessional Language Arts; Simulation and Digital Entertainment; Computerized Manufacturing; Health, PE, and Leisure Studies. Mr. Abraham moved to approve the elimination of the certificate programs as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. Ms. Cushwa suggested the Administration consider an Administration of Justice Corrections associates degree since three state prisons are so close by. Dr. Warner will research.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:38 pm.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr