

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
September 20, 2011*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 20, 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
Merle Elliott
Richard Phoebus, Chair (by phone)
Gregory Snook, Vice Chair

HCC Affiliates

Tim Barger – President, SGA
Anna Barker – Vice President, Administration and Finance
Allen Calvert – Senator, SGA
Sean Chapelle – Senator, SGA
Joseph Knight – Treasurer, SGA
Joseph Marschner – Chair, Faculty Assembly
Donna Marriott – Director, Human Resources
Stephanie Medina – Senator, SGA
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
Irene Young – Coordinator, Campus Volunteers

Call To Order

Chair Phoebus presided and convened the regular meeting at 12:22 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 1:18 pm. In closed session, the Trustees discussed one (1) Board administrative matter, and two (2) personnel matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Richard Phoebus (by phone), and Gregory Snook. President Guy Altieri and Vice President Anna Barker were also present for a portion of the closed session.

Approval of Minutes (August 16, 2011 Closed and Regular) (ACTION)

Ms. Brooks moved to approve the closed and regular meeting minutes for August 16, 2011 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Tim Barger, SGA President, introduced the other SGA officers: Joseph Knight, Treasurer; Allen Calvert, Senator; Stephanie Medina, Senator; and Sean Chapelle, Senator. The officers discussed their majors at HCC and future career plans. Not present at the meeting were Chris George, Secretary, and Long Vo, Senator. The office of Vice President is currently vacant. Mr. Barger continued with his report of SGA events recently held, and those planned for the next several weeks.

Faculty Assembly

Faculty Assembly Chair, Joe Marschner, reported on various achievements by HCC faculty, and thanked the trustees on behalf of Faculty Assembly for approving the salary increase for FY12.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, Continuing Education, Administration and Finance, Facilities and Grounds, Institutional Advancement, and Office of the President.

Preliminary Fall 2011 Enrollment Report

President Altieri said the preliminary fall 2011 enrollment report shows a continuing growth of enrollment, with total headcount up 5%, and total FTE up 1.5%. Some community colleges in Maryland have shown a decline in enrollment.

First Woman to Graduate from HCC

Charlotte M. Smith, the first woman to graduate from HCC in 1948, recently died at the age of 82. The College sent flowers to the service.

Institutional Priorities for FY13

President Altieri discussed the eleven Institutional Priorities for FY13, which are the College initiatives that will be funded in the FY13 operating budget. The Board endorsed the institutional priorities as submitted.

Former Trustee Reception

The former trustee reception is scheduled for October 18, 2011, 4:00 – 6:00 pm in the Elliott Center, Rooms 211 & 213. Eighteen invitations were mailed in mid-September, and seven replies have been received to date, with five acceptances.

Monthly and Special Reports

Personnel Recommendations (ACTION)

Ms. Brooks moved to approve the personnel recommendations for September as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Financial Report for the Period Ending August 31, 2011 (ACTION)

Vice President Barker said that total revenue for the reporting period was \$11.2 million, or 34% of the budget. FY12 trailed FY11 by \$381,000 due to the timing of the summer semester. Total expenditures were \$3.5 million or 11% of the budget, and approximately \$13,000 less than FY11. Total revenue over expense was \$7.7 million compared to \$8 million in FY11. For Auxiliary Services, the Bookstore showed a profit of \$228,000, Child Care showed a profit of \$8,000, Food Service showed a loss of \$37,000, and the TIC showed a profit of \$16,000, for a total profit of \$216,000 for Auxiliary Services, compared to \$220,000 in FY11. Mr. Elliott moved to accept the financial report as of August 31, 2011 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

FY11 Audited Financial Statements (ACTION)

Mr. Elliott, Chair of the Audit Committee, said the independent auditing firm of Albright, Crumbacker, Moul, and Itell offered a clean opinion on the FY11 audit. Mr. Elliott moved to accept the FY11 audited financial statements as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

New Business

Board Re-organization (ACTION)

Chair Phoebus, who was re-elected to serve as chair of the Board at the June 20, 2011 meeting, announced his intention to step down from this position. Mr. Elliott moved to place Ms. Brooks in nomination for Chair and Mr. Snook in nomination for Vice-chair, and to close the nominations. Ms. Cushwa seconded, and Ms. Brooks and Mr. Snook were elected to these respective offices by acclimation. Ms. Brooks assumed control of the meeting.

Fund Balance Designation – General Fund (ACTION)

Mr. Elliott moved to approve the fund balance designation for the general fund as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Maryland National Guard Tuition Discount (ACTION)

Mr. Snook moved to approve the proposed revision to policy 3070, which grants 50% tuition discount for credit courses for members of the Maryland National Guard. The revision would change the language to remove the date constraint, continuing the discount across fiscal years, pending future Board revision. Mr. Elliott seconded, and the motion carried by unanimous vote.

Approval of Volunteer Corps Members (ACTION)

Ms. Young discussed the campus volunteers program, which is very successful, and contributes great value to a number of departments campus wide. She pointed out that some of the volunteers have been active for more than twenty years, and their loyalty and service are much appreciated. Mr. Snook moved to approve the roster of volunteers as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Adjournment to Closed Session

There being no further business or discussion, the regular meeting was adjourned at 3:14 pm and reconvened into closed session to finalize the President's contract. In attendance were trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Gregory Snook, and Richard Phoebus connected by telephone. President Altieri was also in attendance.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr