

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
October 18, 2011*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 18, 2011, in the Administration and Student Affairs Building Board Room, beginning at 12:00 pm. In attendance:

Board Members

Austin Abraham
Carolyn Brooks, Chair
Patricia Cushwa
Merle Elliott
Margaret Hetzer (by phone)
Gregory Snook, Vice Chair

HCC Affiliates

Tim Barger – President, SGA
Anna Barker – Vice President, Administration and Finance
Jennifer Haughie – Director, Admissions, Records, and Registration
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 Brooks presided and convened the regular meeting at 12:23 pm.

Closed Session

It was moved, seconded and approved to adjourn to closed session to exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:11 pm. In closed session, the Trustees discussed one (1) Board administrative matter, one (1) programmatic strategy, and one (1) financial strategy. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Margaret Hetzer (by phone), and Gregory Snook. Vice President Anna Barker was also present.

Approval of Minutes (September 20, 2011 Closed and Regular) (ACTION)

Mr. Snook moved to approve the closed and regular meeting minutes for September 20, 2011 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Tim Barger discussed 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.

President's Report

Board Briefing Summary

Vice President Barker discussed highlights in Student Affairs, Academic Affairs, Facilities and Grounds, and Planning and Institutional Effectiveness.

Update on Building Dedication Events and Time Capsule

A complete list of events scheduled for the dedication of the Kepler Theater/PVAEC and the STEM Building in March and April of 2012 were distributed.

Draft Agenda for the November 15th Joint Meeting with the Washington County Legislative Delegation

Mr. Abraham mentioned that the agenda seemed rather heavy to get through in two hours. Mr. Snook said he had suggested adding an overview of the Public Safety Training Facility in light of the recent funds-related coverage in the Herald Mail.

Letter of Thanks from the Community Foundation of Washington County

The College received a letter from Executive Director, Brad Sell, on behalf of the Board of Directors for the Community Foundation in thanks and recognition for the hard work that made the Waltersdorf Quad and the Waltersdorf Henson tribute area a reality.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report for the Period Ending September 30, 2011 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$11.4 million, or 35% of the budget. FY12 trailed FY11 by \$429,000 due to the timing of the summer semester. Total expenditures were \$5.4 million or 17% of the budget, and approximately \$618,000 less than FY11. Total revenue over expense was \$6 million compared to \$5.8 million in FY11. For Auxiliary Services, the Bookstore showed a profit of \$262,000, Child Care showed a profit of \$5,000, Food Service showed a loss of \$27,000, and the TIC showed a profit of \$14,000, for a total profit of \$255,000 for Auxiliary Services, compared to \$283,000 in FY11. Mr. Elliott moved to accept the financial report as of September 30, 2011 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Fall 2011 Enrollment Report

Director Haughie reported that fall 2011 total headcount was up 3.9%, and total FTE was up 1%. Minority enrollments continued to be strong up 5.9%, as did JTJR enrollment up 23.8%. ESSENCE In County and Out of State remained strong, up 11.4% and 46 % respectively. Part-time enrollments were up 7.6%, while full time enrollments were down 2.4%, a possible result of the poor economy, forcing students to take a lighter credit load in order to work. Mr. Abraham pointed out that the poor economy has been said to have driven enrollment up for the past three years, but now appears to be driving it down. Dr. Haughie said it is a bit difficult to pinpoint cause and effect, but the administration continues to analyze trends and to look at the master schedule to maximize offerings. The Board briefly discussed the ESSENCE program in relation to AP and IB courses. Mr. Elliott moved to accept the fall 2011 enrollment report as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Maryland Performance Accountability Report

Dean Macht discussed the Maryland Performance Accountability Report from fall 2007 through fall 2010. The percentage of students enrolled part time has increased, along with students needing developmental education. Percentage of Pell Grant recipients was 26%, and percentage of recipients of loans, scholarships and / or need-based financial aid was 45.2%. Mr. Abraham wondered about the oft-referenced statistic that 75% of HCC students receive some type of financial aid. Vice President Barker explained that student workers are also counted in that 75% statistic. Dean Macht said the percentage of students passing the NCLEX exam for Registered Nurses on the first try had dropped to 78% in 2010. Director Hammond is working on ways to improve this performance. Ms. Cushwa moved to accept the Report as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Annual Governance Report

Dean Macht discussed the annual Governance Report. The shared governance model consists of six standing committees and the Governance Council, which is chaired by the president and acts as the clearinghouse for shared governance concerns and issues on campus. Standing committees are co-chaired by an administrator and a faculty member, and include representatives of all areas of the College. Members of governance committees are asked to serve a two year term.

New Business

Mr. Snook moved to approve the *Academic Calendar*, the *Holiday Calendar*, *Discontinuation of Letter Of Recognition for Commercial Vehicle Transportation Specialist B*, and *Discontinuation of Certificate for Web Applications Development* as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

HCC's Completion Rate and Steps to Improve

Vice President Barker and Dean Macht discussed highlights of the Powerpoint dealing with the Maryland model of community college student degree progress as relates to the completion agenda. Dean Macht's office added HCC data to the original document, which was prepared for MACC by Craig Claggett from Carroll Community College.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:32 pm

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr