

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Business Meeting
December 20, 2011*

A regular meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 20, 2011, in the Career Programs Building Conference Center, Rooms 211 and 213, beginning at 1:35 pm. In attendance:

Board Members

Guy Altieri, Secretary / President
Carolyn W. Brooks, Chair
Patricia Cushwa
Merle S. Elliott
Gregory I. Snook, Vice Chair

HCC Affiliates

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

Call To Order

Chair Brooks presided and convened the regular meeting at 1:40 pm.

Approval of Minutes (ACTION)

Mr. Elliott moved to approve the regular and closed meeting minutes for November 15, 2011 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Faculty Assembly

Professor Marschner discussed individual achievements by various faculty.

Student Government Association

Tim Barger, President of the SGA, discussed the current SGA activities and the plans for future events.

President's Report

Board Briefing Summary

President Altieri reviewed highlights from Student Affairs and Academic Affairs.

Yale Drive Funding

In late November, Senators Cardin and Mikulski issued a press release announcing an additional \$800,000 grant from the Appalachian Regional Commission (ARC) to Washington County to widen .61 miles of a two lane roadway to a four lane road, extending Yale Drive to Scholar Drive on the HCC campus. Washington County will provide \$5.7 million of the \$6.3 million project.

MACC Completion Talking Points

President Altieri said that MACC enlisted the help of a consultant, Steve Simon, to put together talking points to address completion. The talking points were distributed to the community college presidents to share with staff and trustees. The talking points are meant to provide guidelines for media interviews, remarks for speeches, public testimony or letters to officials, presentations for college meetings, and op-ed pieces for college publications.

MACC/USM Request to Change Code of Maryland Regulations

MACC and the University System of Maryland representatives met jointly in late October to discuss issues of mutual interest. A joint letter to Interim Secretary of MHEC, Dannette Howard, was drafted to request that COMAR Section 13B.06.01.02-1 be changed to alter the parameters for the transfer option and encourage students to complete an Associates degree.

Review of Upcoming Events

President Altieri reviewed upcoming January events: HCC's New Year Reception – January 6, 4:00 – 6:00 pm; Nurses Pinning – January 6, 7:00 pm; Martin Luther King, Jr. Day of Diversity, January 16, 1:00 pm; and the MACC Trustee Conference and Legislative Reception – January 23, 12:00 pm. Trustees were asked to let the president's office know by early January if they were attending the Trustee Conference.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report as of November 30, 2011 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$21 million or 63% of the budget. FY12 trailed FY11 by \$463,000. Total expenses were \$11 million or 32% of the budget. Total revenue over expense was \$10 million compared to \$10 million in FY11. For Auxiliary Services, the Bookstore showed an income of \$175,000, Child Care showed a loss of \$27,000, Food Service showed a loss of \$16,000, and the TIC showed an income of \$30,500, for a total income of \$163,000 for Auxiliary Services compared to \$201,000 for FY11. The Board discussed the profitability and efforts to contain costs of the Auxiliary Services, which provide vital services for students. Mr. Elliott moved to accept the financial report as of November 30, 2011 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Department of Defense Requirement for Memorandum of Understanding

Vice President Barker said that some of the requirements set forth by the Department of Defense are ambiguous and need to be clarified. A number of colleges have not signed the MOU pending further information. Ms. Barker believes the published deadline of January 1, 2012, will be relaxed due to this confusion.

New Business

Proposed Revision to Catastrophic Sick Leave Bank (ACTION)

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

December Candidates for Certificates and Degrees (ACTION)

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

History of Hagerstown Community College Project

President Altieri discussed the History of Hagerstown Community College Project. Dr. Diane Weaver has been enlisted to draft the history, which will augment the history previously compiled by Dr. Vaughn Crowl up through 1987. A committee, comprised of President Altieri, Carolyn Brooks, Jim Brown, Vaughn Crowl, Merle Elliott, Carl Galligan, Brenda Hassinger,

Barbara Macht, and Beth Stull, will compile memories and review the draft copies of the history as they are submitted by Dr. Weaver. It is expected the final document will be completed by spring 2013.

Middle States' Response to HCC's Progress Report on Outcomes Assessment

Middle States accepted HCC's Progress Report on student outcomes assessment, which was submitted in October 2011. President Altieri pointed out that Middle States is particularly critical of student outcomes assessment and the processes employed for measuring it. In recent incidents, Middle States has cautioned several colleges that accreditation might be in jeopardy due to shortfalls in outcomes assessment.

Progress in Securing Middle States Approval for HCC to Offer Distance Education Programs

With Web enrollments steadily increasing and the request by students for greater flexibility in scheduling, the College is seeking approval from MHEC to offer programs to be completed totally through online instruction. Dean Macht and Vice President Warner have worked on drafting the proposal that would allow the college to offer two programs, Business Administration and Accounting and Business, totally online. The final proposal will be submitted to MHEC for review in early January 2012.

Considering Options and Requirements for 2012-2013 Self Study and 2014 Visit

President Altieri reviewed the Middle States fourteen Standards of Excellence. These standards form the basis for evaluation in relation to institutional context and educational effectiveness.

Adjourn to Closed Session

It was moved, seconded, and approved to adjourn to closed session at 3:23 pm to discuss College property matters, personnel-related issues, Board administrative matters, and exercise executive function privilege.

The next regularly scheduled meeting will be held on Tuesday, January 17, 2012, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary