

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
January 17, 2012***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 17, 2012, in the Science, Technology, Engineering, and Mathematics (STEM) Building, Room 110, beginning at 12:00 pm. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Carolyn Brooks, Chair
Patricia Cushwa
Merle Elliott
Gregory Snook, Vice-Chair

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Anthony Brittingham, Jr. - Student
Anne Clark – Vice-Chair, Faculty Assembly
Sherry Donovan - Recruitment/Advisor for Industrial Technology/Alternative Energy
Technology Programs
Donna Marriott – Director, Human Resources
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Robert Spong – Director, Facilities Management and Planning
Jennifer Szczesniak – Assistant Professor, Mathematics
Allie Villatoro - Student
David Warner – Vice President, Academic Affairs

Call To Order

Chair Brooks presided and convened the regular meeting at 12:11 pm.

Motion to Adjourn to Closed Session

It was moved, seconded, and approved to adjourn to closed session to discuss financial strategy, board administration, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:30 pm. In closed session, the Trustees discussed one (1) College property matter that could involve litigation, one (1) discussion of financial strategy, and one (1) matter involving Board

administration and succession. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, and Gregory Snook. President Guy Altieri and Vice President Anna Barker were also present.

Approval of Minutes (December 20 Joint, Regular, and Closed) (ACTION)

Mr. Snook moved to approve the December 20, 2011 joint, regular, and closed meeting minutes as amended. Mr. Elliott seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

Tim Barger reported on current and future activities for the SGA.

Faculty Assembly

Anne Clark, Vice-Chair of the Faculty Assembly, attended the meeting on behalf of Professor Marschner, who deferred the report to the February meeting.

President's Report

Board Briefing Summary

The President reviewed highlights in Academic Affairs, Student Affairs, and Planning and Institutional Effectiveness. Martin Luther King, Jr. Day of Diversity celebration was attended by well over 500. Congratulations to Dean Rudy and the Diversity Committee for their work in coordinating and growing this event each year. A contingent from the Ivory Coast attended, bringing gifts and food from their native region.

MACC Trustee Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception will be held on January 23. Scheduled to attend for HCC are President Altieri and Trustees Abraham, Snook, Elliott, and Cushwa.

MACC Executive Director Search

President Altieri said the search has been narrowed to five candidates. Face-to-face interviews will be conducted over two days, with a selection anticipated shortly thereafter.

State of the College/Proposed 2016 Strategic Plan Mega Goals

President Altieri discussed the content of his recent state of the College speech to the all college colloquium and the proposed five mega goals to be included in the 2016 Strategic Plan. The

proposed mega goals are: (1) strengthen student access and success, (2) create 21st century curricula and outcomes oriented educational models, (3) bolster professional development opportunities for all employees, (4) develop local and regional economic and work force development programs, and (5) promote the health and wellness of students and diversify and strengthen student services and activities.

Monthly and Special Reports

Personnel Recommendations for January 2012 (ACTION)

Mr. Elliott moved to approve the personnel recommendations for January 2012 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Financial Report as of December 31, 2011 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$21.7 million or 66% of the budget. FY 11 exceeded FY12 by \$213,000. Total expenses were \$12.8 million or 39% of the budget. FY11 exceeded FY12 by \$454,000. Total revenue over expense was \$8.8 million compared to \$8.6 million in FY11. For Auxiliary Services, the Bookstore showed an income of \$156,000, Child Care showed a loss of \$46,000, Food Service showed a loss of \$49,000, and the Technical Innovation Center showed an income of \$5,700 for a total of \$67,000 for Auxiliary Services, compared to \$116,000 for FY11. Mr. Elliott moved to accept the financial report as of December 31, 2011 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Annual Continuing Education Report

Dean Shank said Continuing Education and Community Services provides educational opportunities in the following areas: allied health, business and professional development, licensure and certification, information technology, industrial technology and trades, transportation, lifelong learning, and college for kids. With such a diverse offering, it is difficult to find a branding. Enrollments have declined over the past several years, although FTE increased in FY11. Dean Shank continues to refine programs and course offerings based on the amount of revenue and FTEs generated, meeting community needs, and sustainability.

Introduction of the 2012 All-USA Academic Team

Sherry Donovan and Jennifer Szczesniak, co-advisors for Phi Theta Kappa, introduced the nominees for the 2012 All-USA Academic Team, Anthony Brittingham, Jr. and Allie Villatoro. Mr. Brittingham is an Information Systems Technology major with the ultimate goal of becoming an Intellectual Property Attorney, and Ms. Villatoro is majoring in Business with the ultimate goal of earning a Master's degree in Healthcare Management. Congratulations to both students on this noteworthy achievement.

Old Business

County Funding Request for FY13

Vice President Barker discussed the County funding request for FY13. At \$32.8 million, it represents a .34% increase over FY12. Included with the submission to the County were the 2012-2013 Institutional Planning Priorities, and certification that HCC spent 100% of the County's appropriation in FY12.

New Business

Proposed FY12 Budget Adjustments (ACTION)

Vice President Barker said it was recommended that a total net decrease in revenue and total net decrease in expenses be made to the FY12 operating budget in the amount of \$392,292. Mr. Snook moved to approve the mid-year budget adjustments to FY12 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Proposed County ORI Zoning Designation for the Mt. Aetna Farms Property

President Altieri noted that since the County Commissioners have approved the ORI zoning designation for the Mt. Aetna Farms property, there was no need for the trustees to take action.

Resolution in Recognition of Former Trustee, Richard Phoebus, Sr. (ACTION)

Mr. Elliott moved to approve the resolution in recognition of former trustee Richard Phoebus' service to the College. Ms. Cushwa seconded, and the motion carried by unanimous vote. A recognition reception will be held for Mr. Phoebus when he and his wife return to the area to attend the STEM building dedication in April. A suitable date and time will be selected and announced at a later date.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:44 pm. Interested trustees were given a tour of the STEM.

The next regularly scheduled meeting will be held on Tuesday, February 21, 2012, in the Kepler Building, Room 204.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary