

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
April 17, 2012***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 17, 2012, in the Administration and Student Affairs Building Board Room, beginning at 11:00 am. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Carolyn Brooks, Chair
Patricia Cushwa
Merle Elliott
L. William Proctor, Jr.
Gregory Snook, Vice-Chair
John Williamson

HCC Affiliates

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

Call To Order

Chair Brooks presided and convened the regular meeting at 11:09 am.

Closed Session

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

Re-convene Open Session

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at

12:20 pm. In closed session, the Trustees discussed four (4) matters relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction; and one (1) Board administrative matter. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri, Vice President Barker, Vice President Warner, Director Marriott, and Andrea Lutton were also present for their respective topics of discussion.

Lunch Discussion

STEM Dedication

The STEM Dedication will be held on Friday, April 27, 2012, 10:00 am.

Time Capsule Ceremony

The Time Capsule Ceremony will be held on Saturday, April 28, 2012, 9:00 am.

Review Year End Activities

RSVP sheets for year-end activities were distributed to trustees. Completed forms should be returned to the President's office by May 1.

Swearing in Ceremony of New Trustees

Clerk of the Circuit Court, Dennis Weaver, performed the swearing in ceremony for William Proctor and John Williamson, who were nominated by the Governor to serve on the Board of Trustees. Both nominations were approved by the Senate on March 23, 2012.

Board Chair's Committee Assignments

Chair Brooks made the following assignments to standing committees: Merle Elliott, Chair, John Williamson, and Austin Abraham to serve on the Audit Committee; Austin Abraham and John Williamson to serve as liaison to the HCC Foundation; Patricia Cushwa, Chair, William Proctor, and Carolyn Brooks to serve on the Board Self-Evaluation Committee; Carolyn Brooks and Gregory Snook to serve as MACC representatives; and Gregory Snook to serve as the Board of Trustees representative for the Foundation's capital campaign. The Board members were in agreement with these assignments.

Approval of Minutes (March 20, 2012, Joint, Regular, and Closed (ACTION))

Mr. Snook moved to approve the March 20, 2012, joint, regular, and closed meeting minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Tim Barger reported on the many activities the SGA has held and has planned for the future. Since Tim will graduate in May, this was his final report to the Board.

Faculty Assembly

Faculty Assembly Chair Marschner deferred his report until the May meeting. He said that “Camelot” will be the first production in the newly renovated Kepler theater, premiering on April 26 at 8:00 pm. President Altieri has acquired a block of tickets and invited the trustees and their guests to attend.

President’s Report

MACC Executive Director

President Altieri said that Dr. Bernard Sadusky has been selected as the MACC Executive Director, and will assume his new post on July 1, 2012. He will be invited to attend a Board meeting in early FY13.

Board Briefing Summary

President Altieri discussed highlights in Student Affairs and Academic Affairs.

HCC/WCPS Joint Stem Conference

Funded by the National Science Foundation Grant, HCC and Washington County Public Schools are hosting a joint STEM workshop on June 15. An opening reception will be held in Kepler Theater on June 14 at 6:00 pm.

Fletcher Faculty Development Center

The president discussed the Fletcher Center Grant Report for 2011, reviewing the improvements made to adjunct faculty campus facilities to date. In 2013, a larger, centrally located, permanent Center will be incorporated into the renovated Classroom Building. The Center will provide professional development training opportunities for adjunct faculty.

Governor O’Malley’s Campus Visit on April 23

Governor O’Malley will visit the campus on Monday, April 23, 10:00 am to tour the STEM building. Following the tour, a Crime Control and Prevention meeting will be held in the Elliott Center, with law enforcement officials from Pennsylvania and West Virginia. The governor is unable to attend the STEM dedication on April 27.

Monthly and Special Reports

Personnel Recommendation for April 2012 (ACTION)

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

Financial Report as of March 31, 2012 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$30.8 million, or 95% of the budget. FY11 exceeded FY12 by \$43,000. Total expense was \$19.8 million, or 61% of the budget. Total revenue over expense was \$11 million, basically comparable to FY 11. For Auxiliary Services, the Bookstore showed an income of \$329,000, Child Care showed a loss of \$41,000, Food Service showed a loss of \$46,000, and the TIC showed an income of \$45,000, for a total of \$287,000 for Auxiliary Services. Mr. Snook moved to accept the financial report as of March 31, 2012 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Performance Based Funding

President Altieri and Dean Macht discussed performance based funding. MACC sent a letter and StateStat metrics for the Maryland sixteen community colleges to the Secretary of Higher Education at MHEC, Dr. Danette Howard. The Governor's office wanted the data broken out by college, which many of the colleges did not support. MACC has formed a study group to offer suggestions for the presidents' review at their August retreat. Dean Macht serves on this study group. Dean Macht said one of the greatest challenges has been definitions and the way in which data is reported. It is hoped that if this is adopted as an annual report, it will replace other reports that are currently required.

Old Business

Trustee Feedback on 2016 Strategic Plan Major Themes

President Altieri said that the draft 2016 Strategic Plan will be shared with the College faculty and staff as one of the workshop activities on May 4. The Plan will continue to be refined, and the final document will be submitted to the Board for approval. Trustee Abraham made several suggestions for revisions. The Board was comfortable with the major themes and asked that the administration continue to move forward.

New Business

Continuing Education Tuition and Fees for FY13 (ACTION)

Vice President Barker said that the recommendation for continuing education tuition and fees for FY13 was essentially unchanged from 2012. Mr. Snook moved to approve the recommendation as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Credit Tuition for FY13 (ACTION)

Vice President Barker said the administration recommended a 3% increase in credit tuition for FY13. Mr. Proctor moved to approve as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Faculty Promotions and Tenure for FY13 (ACTION)

Dr. Warner said that seven faculty were recommended for promotion and tenure for FY13. Mr. Abraham moved to approve the recommendation as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Reduction of Total Minimum Credits Required for an HCC Associates Degree (ACTION)

COMAR regulations provide a range of acceptable credits for graduation in associate degree programs. Many four year institutions have adjusted the required number of credits for a bachelor degree to 120, and correspondingly, community colleges have begun making similar adjustments for an associate degree. The administration recommended that HCC adjust the minimum number of required credits in the appropriate associate degree program from 64 to 60, as allowed under COMAR, effective September 2012. Ms. Cushwa moved to approve the recommendation as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Review and Approval of Cyber Security Program (ACTION)

The administration recommended approval of an associate of science degree in cybersecurity. Mr. Elliott moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

May Candidates for Certificates and Degrees (ACTION)

Mr. Proctor moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Trustee Remarks

Mr. Abraham said the grounds for the Kepler dedication looked wonderful, and the event itself went very well. He noted that the sidewalks at the ARCC are not wide enough to accommodate a large crowd of people.

Chair Brooks asked the Board to consider starting Board meetings at 11:00 am on a consistent basis. The Board members agreed, and suggested that the target end time be 3:00 pm.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:54 pm.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr