

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
May 22, 2012***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 22, 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
Merle Elliott
L. William Proctor, Jr.
Gregory Snook, Vice-Chair
John Williamson

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Joseph Knight – President, SGA
Stacey Lowman – Executive Director, College Advancement
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 11:05 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

1:25 pm. In closed session, the Trustees discussed three (3) 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, 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.

Approval of Minutes (April 17, 2012 Regular and Closed Session) (ACTION)

Mr. Proctor moved to approve the April 17, 2012 regular and closed meeting minutes as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Joseph Knight, newly elected president for the SGA, discussed current events and future plans. The other officers for the SGA are Rick Howe, Vice President; Jason George, Secretary; Long Vo, Treasurer; and Senators Gladys Cudjoe, Ted Kaiser, Cameron Roberts, and Faith Volkening.

Faculty Assembly

Faculty Assembly Chair Marschner discussed campus activities. Newly elected officers for Faculty Assembly for a two-year term are Mike Harsh, Chair; Melinda May, Vice Chair; and Trudy Gift, Secretary.

Mr. Abraham joined the open meeting at 1:40 pm.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, Continuing Education, Administration and Finance, College Advancement, Planning and Institutional Effectiveness, Public Information and Government Relations, and Office of the President.

Tentative Board Meeting Dates for FY13

Proposed Board meeting dates for FY13 were reviewed. Action will be taken at the June Board meeting. It was noted that the Washington County Legislative Delegation will not meet jointly with individual groups this year, so the November Board meeting will be the standard format. The dates for the February and March Board meetings have been given to the County for possible budget presentation.

Monthly and Special Reports

Personnel Recommendation for May 2012 (ACTION)

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

Financial Report as of April 30, 2012 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$31.5 million, or 98% of the budget. FY12 exceeded FY11 by \$34,000. Total expense was \$22.2 million, or 69% of the budget. Total revenue over expense was \$9.32 million compared to \$9.33 million in FY11. For Auxiliary Services, the Bookstore showed an income of \$304,000, Child Care showed a loss of \$44,000, Food Service showed a loss of \$43,000, and the TIC showed an income of \$52,000, for a total of \$270,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of April 30, 2012 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Mr. Snook complimented the staff in Child Care and Food Service for reducing expenses.

Mr. Proctor and Mr. Elliott left the meeting at 2:26 pm. From this point forward, Chair Brooks voted on all action items which constituted the requisite quorum.

Facilities Master Plan

Dean Macht reviewed the Facilities Master Plan, explaining that the State requires a complete update every ten years. She commended Dawn Baker for a job well done in maintaining building assessments and information. Mr. Snook asked if solar panels could be installed on the ARCC roof. Dr. Spong said the panels would need to be placed on the ground, as the existing roof is not structurally sound enough to hold solar panels. Mr. Snook asked if the ARCC roof project could be expanded to include a kitchen and air conditioning, or if the air conditioning could be moved forward on the Plan if the Public Safety Training Facility is postponed. President Altieri said the administration would investigate the possibilities, but it was good to keep in mind that AC would raise the electric bill significantly, and the County would need to fund the construction of a kitchen, since the State would not pay for that. He said that an internal group is studying the use of meeting spaces on campus. Mr. Snook suggested that signage for the rear entrance be added to the Plan.

First Impressions by Executive Director of College Advancement, Stacey Lowman

Ms. Lowman recapped her first few months as Executive Director of College Advancement.

Recap of Year End Activities

President Altieri presented a PowerPoint of photos taken at the year-end activities for 2012. Thanks to the trustees for their participation in these important events.

Old Business

FY13 Plan and Operating Budget (ACTION)

Mr. Snook moved to approve the FY13 Plan and Operating Budget as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Employee Benefits Costs for FY13 (ACTION)

Director Marriott said that after reviewing a number of proposals, the administration recommended continuation of the current employee medical and dental program for FY13 as follows: Symetra, stop loss provider; CareFirst, medical network; and MetLife, dental network. Mr. Snook moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Salary Scale and Midpoint Adjustment for FY13 (ACTION)

Director Marriott said that after extensive study, the administration recommended a 2% increase to scale and a 2% increase to midpoint for FY13. Mr. Williamson approved the recommendation as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

New Business

Staff Re-classifications (ACTION)

Director Marriott said that of the ten positions submitted for reclassification, five were recommended for approval. Mr. Abraham moved to approve the recommendation as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

FY13 Pay Rate Schedule for Temporary and/or Grant-funded Positions and Additional Assignments (ACTION)

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

Additional Kepler Naming Opportunities (ACTION)

Ms. Lowman said that additional naming opportunities have been identified in the Kepler and STEM buildings. Detailed descriptions and donation amounts were provided for Board review. Mr. Snook moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Proposed Name Change for the Classroom Building (ACTION)

President Altieri said that with the renovation to the Classroom Building, the name was outdated and not particularly descriptive. He suggested the name be changed, effective July 1, 2012, to the Behavioral Sciences and Humanities Building (BSH). Faculty leadership offered no opposition. Mr. Snook moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Aspen Prize for Community College Excellence

HCC was honored to be one of 120 community colleges selected to compete for the Aspen Prize for Community College Excellence. The selection committee will narrow the field to 25 to 40 finalists in July. Skype interviews will narrow the field to 10 finalists. Site visits in the fall will complete the final step in the competition. The winner will receive \$600,000.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:37 pm.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr