

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
June 26, 2012***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 26, 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

Jaclyn Davies – Insurance Buyers Council  
Chris Franki – Insurance Buyers Council  
Jennifer Haughie – Director, Admissions, Records, and Registration  
Carolyn Hoover – Executive Assistant to VP Barker  
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  
Lita Orner – Director, Business and Procurement Services  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean, Student Affairs  
Beth Stull – Director, Public Information & Government Relations  
David Warner – Vice President, Academic Affairs  
Diane Weaver – Consultant for History of HCC Project

**Call To Order**

Chair Brooks presided and convened the regular meeting at 11:02 am.

**Closed Session**

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

### **Re-convene Open Session**

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:08 pm. In closed session, the Trustees discussed one (1) matter relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri was also present.

### **Board Chair Appointments to Architect Selection Committee for Student Center Expansion**

Chair Brooks appointed John Williamson and Austin Abraham to serve on this architect selection committee. President Altieri, Vice President Barker, and Director Spong complete the membership. The same process used for the STEM and Kepler will be followed.

### **Recap of MACC Board of Directors' Meeting**

President Altieri and Trustee Abraham attended the MACC Board of Directors' meeting on June 13, 2012. Trustee Abraham gave a brief overview of the meeting, saying that the MACC Strategic Plan includes the three major focuses of completion, funding, and advocacy.

### **Approval of Minutes (May 22, 2012 Regular and Closed Session) (ACTION)**

Mr. Snook moved to approve the May 22, 2012 regular and closed meeting minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

### **Reports from Campus Groups**

#### ***Student Government Association***

Mr. Knight discussed current events planned by the SGA and ideas for future activities.

#### ***Faculty Assembly***

Assistant Professor Marschner discussed faculty-related activities. This was his final report to the Board as Chair of Faculty Assembly; Mr. Harsh will begin to report in September 2012.

### **President's Report**

#### ***Board Briefing Summary***

President Altieri discussed highlights in Student Affairs, Academic Affairs, and Office of the President.

***Aspen Prize Support Letter from Governor O'Malley***

All felt the letter from the Governor's office in support of HCC's candidacy for the Aspen Prize was very complimentary.

***New York Times Article, "Come the Revolution"***

President Altieri summarized the article, "Come the Revolution," which discussed the growing number of top notch universities embracing on-line education.

***Economic Development and IT***

President Altieri discussed a special meeting that was held at HCC which included Jim Herbert, President and Executive Director for Broadband Innovation, and Dr. Tony Dahbura, Executive Director for Johns Hopkins University Information Security Institute. It is hoped that Dr. Dahbura will have some influence in convincing the deans at JHU to consider a training center at HCC.

***Next Steps in Studying the Feasibility of the Middle College***

At their next meeting, Dr. Wilcox and President Altieri will map out the feasibility study for the Middle College.

***Key Campus Events***

The key campus events for FY13 were reviewed for the trustees' calendars.

**Monthly and Special Reports**

***Personnel Recommendation for June 2012 (ACTION)***

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

***President Altieri's Contract (ACTION)***

Mr. Snook moved to extend President Altieri's contract through 2016. Mr. Proctor seconded, and the motion carried by unanimous vote.

***Financial Report as of May 31, 2012 (ACTION)***

In her absence, Vice President Barker provided a written summary of the financial report. Total revenue for the reporting period was \$31.9 million, or 99% of the budget. FY12 exceeded FY11 by \$260,000. Total expense was \$25.3 million, or 78% of the budget. Total revenue over expense was \$6.7 million compared to \$7.3 million in FY11. For Auxiliary Services, the Bookstore showed an income of \$344,000, Child Care showed a loss of \$44,000, Food Service showed a loss of \$37,000,

and the TIC showed an income of \$57,000, for a total of \$321,000 for Auxiliary Services. Mr. Snook moved to accept the financial report as of May 31, 2012 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

### ***Aspen Prize for Community College Excellence - Update***

President Altieri said that HCC had made the first cut in the selection process for the Aspen prize. A telephone interview would be scheduled with the 25 remaining applicants to narrow the field to 10 finalists. Site visits in fall 2012 will complete the final step in the competition. The winner will receive \$600,000.

### ***Summer Enrollment Report***

Director Haughie reported that the enrollment for the summer session was fairly flat. This was attributed to the change in Federal regulations regarding the Pell grant. Last year, students could use the full Pell award in the summer, but if they were to use it this year, they probably would not have funding for the spring semester. Based on this change, it was surmised that fewer students had enrolled for summer classes in order to preserve the Pell funding for the spring. Dr. Haughie said fall 2012 enrollment was trending up. President Altieri said performance-based funding could be implemented as early as January 2013.

### ***HCC History Project***

Diane Weaver, consultant and former HCC employee who is researching and drafting a history of HCC, gave a brief overview of the project and her work so far. This project is designed to expand upon the history written by Dr. Vaughn Crowl in 1987 for his doctoral dissertation. The first draft of this expanded history is expected to be finished in September 2012, with the final report completed in January 2013. The first phase will be a printed version, and the second phase will be an electronic version. Dr. Weaver said the history will include special features that don't seem to fit into any category, and the recorded interviews she conducted will provide an additional aspect to the project.

### **Old Business**

#### ***Property Insurance (ACTION)***

Director Orner introduced Jaclyn Davies and Chris Franki of Insurance Buyers Council to discuss the proposals and recommendation for property insurance coverage. HCC received notification from Utica on April 9, 2012 that they would no longer offer property insurance to the college since the property value aggregation for operations and exposures exceeded their current maximum allowable guidelines when coverage of the buildings was included. Because of the short notice, the College worked with Insurance Buyers' Council to solicit proposals under emergency procurement. J. Edward Cochran & Co. and Schoenfeld Insurance Associates were invited to participate. Following analysis of the bids, it was recommended that the program offered by Schoenfeld and outlined on Exhibit II at an annual cost of \$63,432 be approved. Liability coverage would remain

with Utica. The College will issue a full Request for Proposal during FY13 for coverage during FY14. Mr. Abraham moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

***FY13 Budget Revisions (ACTION)***

President Altieri said that as the Administration continued to refine the FY13 Budget, a number of necessary modifications were identified, with no change suggested to the total General Fund Budget. Mr. Snook moved to approve the recommendation as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

***Finalize Board Meeting Dates for FY13 (ACTION)***

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

**New Business**

***Proposed Revision to Policy No. 4010 – General Education (ACTION)***

Vice President Warner said that the proposed change to the policy for General Education would drop the computer literacy track and add the globalization and diversity track. This change would apply only to associates degrees and not to certifications and letters of recognition. Ms. Cushwa moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

***Discontinuation of Curricula (AAS Degree in Information Systems Technology: Developer Option and Certificate in Technician Specialist I) (ACTION)***

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

***Discontinuation of Curricula (AA Degree Option in Foreign Language Education, History Education, and Visual Arts Education) (ACTION)***

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

***Proposed New Curricula in Cybersecurity (ACTION)***

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

***Policy Governing Student Activities (ACTION)***

Mr. Snook moved to approve the Student Activities policy as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

***Executive Order 13607 (ACTION)***

President Altieri discussed Executive Order 13607, which establishes principles of excellence for educational institutions serving service members, veterans, spouses, and other family members. Colleges were asked to provide a written response stating their intention to comply no later than June 30, 2012. President Altieri said that Student Services had determined that implementing all of the guidelines would be difficult and costly. Most of the Maryland community colleges were waiting for clarification, and more research was being done with the federal government and AACCC to determine any sanctions for failure to respond by the given deadline. President Altieri said it was fully expected that an extension of the deadline would be issued. He recommended one of two options: 1) that the Board authorize the administration to take the necessary steps to comply with the standards set forth and make notification by the deadline, or 2) that the Board take no action and authorize the administration to conduct further study. Trustee Proctor felt that response to an Executive Order could not be postponed. After discussion of the options, a motion was made and seconded authorizing the administration to write a letter of response stating HCC's intention to comply with the standards set forth pending further clarification. The motion carried with a vote of four in favor and two opposed.

***Cultural Diversity Report (ACTION)***

Dean Macht briefly discussed the Cultural Diversity Plan, which is updated annually and submitted to MHEC. It is expected that in the next few years, MHEC will institute a specific format for this report, but as yet, none has materialized, so each college creates its own report. Lacking a standard format and reporting criteria, data comparisons among peers are impossible at this time. Mr. Abraham asked if this was a report or a plan. Dean Macht said it was a current report and a plan going forward. Mr. Abraham suggested that the recommendation be changed to read "approval of the Cultural Diversity Report and Update to the Cultural Diversity Plan." Mr. Snook moved to approve the recommendation as amended. Mr. Elliott seconded, and the motion carried by unanimous vote.

***Board Re-organization (ACTION)***

In accordance with Article IV of the Constitution and By-laws, Chair Brooks turned the meeting over to President Altieri to conduct an election for the office of chair for FY13. Trustee Elliott, as Chair of the Nominating Committee, nominated Gregory Snook as candidate for Board Chair. Mr. Proctor moved to close the nominations. Mr. Abraham seconded, and the motion carried by unanimous vote. Mr. Snook was elected Chair by acclamation.

Chair Brooks assumed chairmanship of the meeting. Mr. Elliott nominated Patricia Cushwa as candidate for Board Vice-Chair. Mr. Proctor moved to close the nominations. Mr. Abraham seconded, and the motion carried by unanimous vote. Ms. Cushwa was elected Vice-Chair by acclamation.

Chair Brooks added that the Board acknowledged that President Altieri would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:48 pm.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr