

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
February 19, 2013***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 19, 2013, in the Administration and Student Affairs Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Carolyn Brooks
Patricia Cushwa – Vice Chair
John Williamson

HCC Affiliates – Business Session

Anna Barker – Vice President, Administration and Finance
Robin Becker-Cornblatt – Director, Admissions, Records, and Registration
Julian Horton – Associate Dean, Instructional Technology and Online Education
Joseph Knight – President, SGA
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Michael Harsh - Chair, Faculty Assembly
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education
Beth Stull – Director, Public Information and Government Relations
David Warner – Vice President, Academic Affairs

Call To Order

Vice Chair Cushwa presided and convened the regular meeting at 11:39 am.

Motion to Adjourn to Closed Session

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

Re-convene Open Session

Following adjournment of the closed session, Vice Chair Cushwa re-convened the regular meeting at 1:16 pm. In closed session, the Trustees discussed one (1) departmental organization matter, and two (2) discussions of financial strategy. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, William Proctor, and John

Williamson. President Guy Altieri, Vice President Anna Barker, Executive Director Stacey Lowman, and Director Donna Marriott were also present for their respective discussions.

Approval of Minutes (January 15 Regular, and Closed) (ACTION)

Ms. Brooks moved to approve the January 15, 2013 regular and closed meeting minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Chair's Report

Summary of January 28th MACC Trustee Workshop and Legislative Reception

Vice Chair Cushwa summarized the event in Annapolis. Five trustees attended this year, and a number of members of the Washington County legislative delegation made an appearance at the reception. It was an excellent day.

Report from Campus Groups

Student Government Association

Joseph Knight presented a PowerPoint highlighting various aspects of Student Advocacy Day in Annapolis on February 6. He also discussed current and future activities for the SGA.

Faculty Assembly

Professor Harsh discussed the new Federal regulations for syllabi and the steps being taken to comply. Vice President Warner said the regulations have been imposed by Middle States.

President's Report

Introductions

The President introduced Robin Becker-Cornblatt, Director of Admissions, Records, and Registration; and Dr. Julian Horton, Associate Dean for Instructional Technology and Online Education. Both women, who were recently hired into their respective positions, were formally welcomed to the College community.

Board Briefing Summary

The President reviewed highlights in Student Affairs, Continuing Education and Business Services, and Administration and Finance.

Review Plans for Joint Meeting with County Commissioners

The Board reviewed the draft agenda for the March 26, 2013 joint meeting with the County Commissioners. No additions or revisions were suggested.

Review Plans for the Board Retreat

The Board reviewed the draft agenda for the Board Retreat on April 8, 2013 and endorsed the proposed topics for discussion.

FEMA Multi-Hazard Emergency Training

The College recently hosted a three-day FEMA training course dealing with a variety of disaster scenarios that could occur on campus. HCC staff and administrators, as well as representatives from surrounding colleges, participated in this preparedness training.

STEM Middle College

President Altieri shared a letter written to John Ratliff, the Governor's Policy Analyst, regarding the STEM Middle College in relation to the Governor's proposed \$2 million investment to create an Early College Innovation Fund. A substantial grant award could serve to accelerate the timeline for this project.

Monthly and Special Reports

Personnel Recommendations for February 2013 (ACTION)

Mr. Abraham moved to approve the personnel recommendations for February 2013 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of January 31, 2013 (ACTION)

Vice President Barker gave a brief report on the financials as of January 31, 2013. Ms. Brooks moved to accept the financial report as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Spring Enrollment Report

Director Becker-Cornblatt reported that in comparison to Spring 2012, the current total head count essentially held steady, with total credits and total FTE up .4%. New students were up 6.8% with WEB FTE up significantly, supporting the trending popularity of online courses.

HCC's Economic Impact on the Community

Referencing a study commissioned by MACC, Dean Macht discussed the economic contribution of HCC for the reporting period 2011-2012. The total added income to Washington County was \$1.6 million. The rate of return on investment was 18.5% in 7.7 years from the student perspective. The average income in Washington County at career midpoint with an Associate's degree was \$39,800 compared to \$29,400 for a high school diploma. From the social perspective, an educated workforce attracts more business to the area, contributes to the County tax base, and requires fewer social programs.

Old Business

FY13 Mid-Year Budget Revision

Vice President Barker summarized the recommended mid-year revisions to the FY13 budget for a total of \$212,387. Ms. Brooks moved to approve the revisions as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Fund Balance Designation – Student Center

Vice President Barker discussed the funding for the Student Center project, and the previously-approved fund balance designation of \$1.35 million for the State approved 19,040 GSF expansion. In working with Bushey Feight Morin Architects and projecting increasing enrollments and the implementation of new and expanded programs, the administration recommended a 26,000 GSF addition to accommodate 725 students. In addition to the \$1.35 designated fund balance, and \$6.2 million in State and County CIP funds, the administration recommended an additional fund balance designation of \$1 million. Mr. Williamson moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:09 pm.

The next regularly scheduled meeting will be held on Tuesday, March 26, 2013, in the Elliott Center, Rooms 211 and 213. A joint meeting with the County Commissioners will be held at 12:00 noon in the same location.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary