

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Work Session
November 21, 2017*

The work session for the Board of Trustees of Hagerstown Community College was held on Tuesday, November 21, 2017, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham, Chair
Guy Altieri, Secretary / President
Carolyn Brooks
Paula Lampton
L. William Proctor, Jr.
Gregory Snook
John Williamson, Vice Chair

HCC Affiliates

Trevor Jackson – Acting Vice President, Administration and Finance
Barbara Roulette – Recording Secretary
David Warner – Vice President, Academic Affairs and Student Services

Call To Order

Chair Abraham presided and convened the work session at 11:30 am.

Capital Funding and Reserves

Vice President Jackson and President Altieri briefly reviewed Capital Funding and Reserves.

Updated CIP Designations

President Altieri summarized the CIP, saying that the College has fourteen scheduled projects over the next eleven years. The local share of funding is approximately 40%, while the state's share is 65% if the College can demonstrate that the local share has been promised. MACC plans to lobby for proposed legislation that would give small colleges 5% of the state allocation for deferred maintenance projects. CIP requests are due to the County in December, and the operating budget is due in January. Trustee Snook suggested budgeting for an update of the Facilities Master Plan. He also mentioned that the State's threshold for required RFP is \$50,000, and the College might want to revise its threshold to match that of the state and other community colleges.

In the discussion of the CBES project, Mr. Snook asked if the building's roof had been planned for the installation of solar panels. President Altieri said it had not. In discussing the CVT project, Mr. Snook said that CHIEF owns acreage by the Hagerstown Regional Airport that is not in the fly

zone. In addition, there is an 8 to 12 acre parcel of land on Hopewell Road that CHIEF could possibly buy and share the cost of development with the College. The College will continue to consider options for this project.

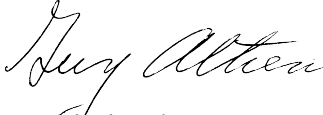
Preliminary FY19 Budget Discussion

President Altieri said the CIP summary was calling for an expenditure of approximately \$13 million over the next 11 years. Mr. Snook said consistency is key, and that approximately \$1 million per year from the County is reasonable. For the operating budget, the administration was recommending a request for a 3% increase. The Board discussed the pros and cons of a 3% or 4% ask, and most were comfortable with either. Vice President Jackson and President Altieri will discuss with the county and request either a 3% or 4% increase.

Adjournment

The work session was adjourned at 1:06 pm.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary