

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
February 21, 2012*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 21, 2012, in the Kepler Center, Room 204, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Carolyn Brooks, Chair
Patricia Cushwa
Merle Elliott
Gregory Snook, Vice-Chair

HCC Affiliates – Lunch Session

Marlys Palmer – Professor, Health and Physical Education
Jasmine Reynolds – HCC Student
Casey Roberts – HCC Student
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs

HCC Affiliates – Business Session

Tim Barger – President, SGA
Anna Barker – Vice President, Administration and Finance
Jennifer Haughie – Director, Admissions, Records, and Registration
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Joseph Marschner - Chair, Faculty Assembly
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Theresa Shank – Dean, Continuing Education
Beth Stull – Director, Public Information and Government Relations
David Warner – Vice President, Academic Affairs

County Affiliates

Joe Kuhna – Real Property
Rob Slocum – Deputy Director, Public Works
Jim Plummer – Project Manager (Construction)

Call To Order

Chair Brooks presided and convened the regular meeting at 11:40 am.

Congratulations to Dr. Marlys Palmer for 600 + Wins

The Board presented to Dr. Palmer a commemorative wall hanging, featuring a resolution and photos of her 600 + wins in women's basketball, achieved in 2012. Dr. Palmer also achieved 600+ wins in 1999 with the HCC women's volleyball team. Dr. Palmer has announced her retirement this year.

Motion to Adjourn to Closed Session

It was moved, seconded, and approved to adjourn to closed session to discuss financial strategy, board administration, pending litigation, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Brooks re-convened the regular meeting at 1:36 pm. In closed session, the Trustees discussed one (1) College property matter that could involve litigation, one (1) discussion of financial strategy, and one (1) matter involving Board administration and succession. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, and Gregory Snook. President Guy Altieri and Vice President Anna Barker were also present.

Approval of Minutes (January 17 Regular, and Closed) (ACTION)

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

Presentation by County Officials

Architectural Design of the Senior Center

Mr. Slocum discussed the architectural design of the Senior Center provided by Bushey Feight Morin Architects. He said the bid is expected to go out March 14 with a projected start date of June 2012. Occupancy is expected for August 2013. The Center is being designed to LEED specifications to maximize efficiency, but LEED certification will not be pursued due to the cost. The base bid is for a 25,000 sq. ft. facility; add alternates will include a larger gymnasium, covered canopy access, a computer lab, and a cardio room. The budget estimate for the project is \$5.8 million. President Altieri asked that College roads, curbing configurations, and lighting systems should be followed to maintain consistency on the campus. He said that a sidewalk from the Senior Center to the ARCC would also be helpful. The operations agreement, which will be drafted prior to the start of the project, should include plans for snow removal and snow storage, and the impact on grass and parking areas. Director Spong and Vice President Barker will work with the County to draft the operations agreement. Mr. Snook asked if solar panels

could be installed on the roof at a future date. Mr. Slocum said he would investigate if the flat portions of the roof would accommodate solar panels.

Approval of Senior Center Design (ACTION)

Mr. Snook moved to approve the design of the Senior Center as clarified with additional comments. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Plans for Robinwood Intersection

Mr. Plummer discussed the plans for the roundabout at the intersection of Robinwood Drive and Academic Boulevard, including construction of the road and ramps, the new College sign, and the proposed plantings and landscaping fronting the campus. The City pumping station will remain in the current location. Storm water management will basically remain the same. Multiple crosswalks will provide passage for pedestrians, and a sidewalk will extend from the College campus to medical campus along the College side of Robinwood Drive. The Board discussed the number of College signs and their placement. Work on the roundabout could begin this summer if all the property rights can be obtained.

Report from Campus Groups

Student Government Association

Tim Barger prepared a Powerpoint highlighting various aspects of Student Advocacy Day in Annapolis on February 9. He also discussed current and future activities for the SGA.

Faculty Assembly

Assistant Professor Marschner reported the results of the recent Faculty Assembly elections; Professor Mike Harsh was elected Chair and will assume the office effective July 1, 2012. Mr. Marschner also discussed activities, awards, and achievements for individual faculty members.

President's Report

Board Briefing Summary

The President reviewed highlights in Academic Affairs, Institutional Advancement, Technical Innovation Center, Continuing Education, Administration and Finance, and Planning and Institutional Effectiveness.

Review Plans for Board Retreat

The Board reviewed the draft agenda for the March 6, 2012 retreat. No additions or revisions were suggested.

Robinwood Center Use Transfer from WCPS to HCC

An agreement has been signed to transfer the Robinwood Center from Washington County Public Schools to HCC. President Altieri credited Superintendent Wilcox and the County Commissioners for moving this forward.

Upcoming Campus Event Dates

President Altieri reviewed the dates of upcoming campus events in March and April. Letters inviting community groups to contribute to the College's time capsule were mailed earlier this month. Recipients were asked to respond by the end of March.

Testimony before Maryland Senate Subcommittee

As Chair of the Maryland Community College Council of Presidents, President Altieri testified on the Governor's proposed FY13 operating budget before the Maryland Senate Education, Business, and Administration Subcommittee of the Budget & Taxation Committee on February 10, 2012. Clay Whitlow and Dr. DeRionne Pollard, President of Montgomery College, offered testimony as well.

President Obama's FY2013 Operating Budget

President Altieri briefly discussed President Obama's FY2013 Operating Budget, pointing out that \$8 billion has been allocated for community colleges.

History of HCC Project

The kickoff meeting for the History of HCC Project was held on February 15. Board Chair Brooks, Trustee Elliott, Dean Macht, Director Stull, and retirees Jim Brown, Vaughn Crowl, Brenda Hassinger, and Carl Galligan comprised the committee. Diane Weaver will draft the document. All agreed the meeting was a valuable and entertaining experience, and look forward to the subsequent meetings of the group.

Monthly and Special Reports

Personnel Recommendations for February 2012 (ACTION)

Mr. Elliott moved to approve the personnel recommendations for February 2012 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Financial Report as of January 31, 2012 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$22.4 million or 69% of the budget. FY 12 exceeded FY11 by \$73,000. Total expenses were \$15.5 million or 48% of the budget. FY12 exceeded FY11 by \$281,000. Total revenue over expense was \$6.9

million compared to \$7.1 million in FY11. For Auxiliary Services, the Bookstore showed an income of \$402,000, Child Care showed a loss of \$32,000, Food Service showed a loss of \$45,000, and the Technical Innovation Center showed an income of \$31,000 for a total of \$355,000 for Auxiliary Services, compared to \$351,000 for FY11. Mr. Elliott moved to accept the financial report as of January 31, 2012 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Spring Enrollment Report

Director Haughie reported that total headcount was up 3.9% and total FTE was up 2.4% compared to the same time last year. Steady growth in minority enrollment continues with an increase of 9.9%. Full time enrollments are down with a corresponding increase in part time enrollments, attributable to the current economic climate. WEB headcount continues to increase, up 15.9%, with WEB FTE up 19.2%. Mr. Snook felt enrollment growth would be a good selling point to the County Commissioners, pointing out that HCC has not been funded for growth.

New Business

Proposed Revision to Credit for Life Experience (Prior Learning) Policy (ACTION)

On June 17, 2008, the Board of Trustees approved the Credit for Life Experience policy. The Administration recommended that the criteria accompanying the policy statement be revised to more closely align with the allowable guidelines set forth in COMAR 13B.02.02.16. The policy statement would remain unchanged. Mr. Snook moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:52 pm. Interested trustees were given a tour of the Kepler Center.

The next regularly scheduled meeting will be held on Tuesday, March 20, 2012, in the Kepler Center, Room 101. 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