

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting No. 1  
September 17, 2002***

Regular Meeting No. 1 of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 17, 2002, in the Administration Building Board Room beginning at 1:00 p.m. In attendance:

Board Members

Wayne E. Alter, Jr.  
Guy Altieri, President  
Carolyn Brooks, Vice-Chair  
Anton T. Dahbura  
Merle S. Elliott, Chair  
Margaret E. Hetzer  
Florence M. Murdock  
William J. Reuter

Others

Jacqueline S. Baldwin – Director, Enrollment Management  
Anna M. Barker – Dean of Administrative Services  
Carl J. Galligan – Dean of Students  
Michael G. Harsh – Faculty Chair  
Rachel Krull – Student Government Association, Freshman Senator  
Barbara E. Macht – Director, Institutional Research  
Barbara W. Roulette – Recording Secretary  
Michael E. Seger – Director, Human Resources  
Julian J. Sidlowski – Dean of Instruction  
Phillip R. Snodderly – Director, Facilities Management & Planning  
Elizabeth K. Stull – Director, Marketing/Public Information  
Spring Ward – Faculty Vice-Chair

**Call To Order**

1. Mr. Merle S. Elliott, Chair, presided and called the meeting to order at 1:20 p.m.

**Approval Of Minutes (6/18/02) (ACTION)**

1. It was pointed out that the minutes for the Annual Meeting, which was held on June 18, 2002, contained two errors in Board attendance; namely, the inclusion of Mr. Roger L. Fiery, Jr., who was no longer a member of the Board, and the exclusion of Ms. Carolyn Brooks,

whose second appointment to the Board became effective July of 1999. These corrections being so noted, it was moved, seconded and carried that the minutes for the Annual Meeting be approved as corrected.

## **Reports From Campus Groups**

### ***Faculty Assembly***

1. Mr. Michael Harsh, Chair of the Faculty Assembly, reported that Dr. Altieri had hosted a Faculty Retreat at his home for twelve members of the faculty who were selected by the Faculty Assembly to represent the faculty. This retreat led to good discussions and opened up communication. Mr. Harsh reported that he felt it was a very positive beginning.
2. Spring Ward, Vice-Chair of the Faculty Assembly, reported on Candidate Forums to be held at the HCC Valley Mall location. There will be a forum on October 25, 2002, for County Commissioner candidates, and a forum on November 1, 2002, for Maryland General Assembly candidates. These forums will be student-lead, and are in conjunction with the League of Women Voters.

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

1. Rachel Krull, Freshman Senator, reported on recent student activities on campus, which include: (1) creating a business card for the SGA, which will include location on campus, e-mail address, and mission statement; (2) recruiting 28-30 students for a campus chapter of Habitat for Humanity; (3) organizing leadership mentors for the Mentorship Program; (4) creating an SGA web page within HCC's website; and (5) creating a Career Focusing Class for the January term.

## **President's Report**

### ***FY03 Board Meetings & Agenda Topics***

1. The President announced that the Trustees will hold a November 5, 2002, joint meeting with the Foundation Board. Agenda topics would include a review of all student financial support services available at HCC, including student work opportunity on campus.
2. It was also announced that on March 18, 2003, the college is planning a joint meeting of the trustees and the County Commissioners. Dr. Altieri will contact the commissioners to confirm the date of this meeting.
3. April 29, 2003, has been selected for the Board Retreat.
4. An HCC all staff Holiday Party will be held at the Four Points Sheraton on December 19, 2002. Board members and their spouses or guests are invited to attend as guests of the President's office.

### ***FY03 Planning and Budgeting***

1. The new planning and budgeting process is designed to place the emphasis on approved plans, outcomes, and strategic directives. Performance data will be reviewed. Goals for changes and priority improvements will be decided, supporting the strategic goals and initiatives of the college. The budget will then be constructed based upon approved plans.
2. Barbara Macht reported that administrators and faculty seem to appreciate the data they receive prior to their planning meetings. Some anxiety exists, but the planning meetings should reveal a good deal of information that will greatly help in making budget decisions.

### ***Draft Vision and Strategic Goals***

1. The Draft Vision and Strategic Goals Statement has been distributed to all campus groups with an invitation to review and provide feedback. Several Board members initially questioned the use of the phrase “learner-centered” as sounding awkward. Dr. Altieri explained that this expression has become accepted in education as a way to include all members of the college as learners – faculty, students, administrators, and staff. The Board members conceded that after several readings, it read more easily.

### ***Twelve Integrated Initiatives***

1. Dr. Altieri reviewed the twelve initiatives, noting that he plans to request a postponement for the comprehensive Middle States Accreditation visit, which is scheduled for Spring 2004. Due to his newly-acquired position, and the scope of systems and structural changes that are planned or in process, Dr. Altieri believes his request for postponement from Spring (April) until Fall (October) 2004 will be granted.

### ***Shared Governance***

1. Dr. Altieri explained shared governance as campus-wide decision making process on those issues which have a broad “community of interest.” Authority to make decisions will be delegated to groups. All college policy decisions will ultimately be shared with the Board for a Board decision. The Governance Liaison Committee is comprised of four Administrators, four faculty members, and is chaired by Dr. Altieri. This committee meets for the first time on September 20, 2002.
2. The Board was pleased to see a Code of Trust included in the Shared Governance Paper. The question arose whether there would be some type of consequence specifically stated for any member who violates the Code of Trust.
3. The Board requested that mention of a faculty union be eliminated, citing its reference on page 3.

4. The Board pointed out that the concept of shared governance represents a cultural change, and is a great step in the right direction.

## **Monthly Report**

### ***Financial Report***

1. Ms. Barker commented on the Revenue and Expense Report as of August 31, 2002. Revenues are 35.27% of projections, which is even with last year at this time. County appropriations are received in six equal installments over the course of the fiscal year, so we've only received one installment to date. FY03 YTD total fees, at \$204,000, are .42% above last year's; this revenue will help to fund some of the student activity clubs. With \$2.39 million in expenditures thus far, the spending rate is currently greater in comparison to FY02. However, another review of the budget in February will allow for any adjustments that need to be made.
2. It was pointed out that at the end of FY02, the college realized \$840,000 in excess of projections in tuition and fees.
3. Mr. Alter requested to be advised of the date of the Audit Committee meeting in October and pointed out the dates he would not be available to meet. Chair Elliott suggested that a date be worked out and if Mr. Alter's schedule prohibited his attendance, he or another Trustee would substitute for him.

### ***Personnel Report (ACTION)***

1. Several Board members expressed appreciation for the new format of the personnel report, which provides more comprehensive information and greater detail. Ms. Hetzer moved to approve the personnel changes as reported; Mr. Alter seconded. The motion was carried with a unanimous vote.

## **Special Reports**

### ***Enrollment Report***

1. Ms. Baldwin discussed the results of the most current Enrollment Report. Enrollment percentages for various groups have increased as follows: Full Time – 17%; Minorities – 10.9%; Washington County Students – 18%; Out of State Students – 40%. Some of the reasons for these increases are: various marketing programs have targeted specific groups; recent press coverage on enrollment; HCC's rates for out of state students are still the best buy; positive feedback from HCC students to high school guidance counselors; and a weakened economy, which invariably results in increased enrollments. Enrollment Management works with high school guidance counselors every fall for active recruitment. At the outset of the semester, enrollment figures are constantly changing. Third week enrollment figures, which include non-credit classes, are the figures submitted to the state.

Ms. Brooks departed the meeting at 2:30 p.m.

### **Old Business**

#### ***Adjustment to Board By-Laws (ACTION)***

1. Mr. Reuter moved to change the name of the College in the Board By-Laws from Hagerstown Junior College to Hagerstown Community College in the three separate locations in which it appeared. Mr. Alter seconded, and the motion carried by unanimous vote.

#### ***Authorization of Meetings via Teleconferencing***

1. Dr. Altieri noted that the Board By-Laws do not specifically mention the use of teleconferencing for Board meetings, nor do Maryland state regulations for community colleges address this issue. Since all meetings must be open to the public, the use of a speaker phone would be necessary for teleconferenced meetings. It was suggested that perhaps the advice of college counsel should be sought, and proposed language for incorporating this feature into the Board By-Laws be presented at the October Board meeting.

#### ***Roof Repair (ACTION)***

1. Mr. Snodderly discussed repair of the roof on the Career Programs Building. He mentioned that Kline Associated Roofing Contractors, Inc., the low bid firm for this project, has performed work at HCC in the past, and has a satisfactory track record. It was moved, seconded, and approved to accept Kline Associated Roofing Contractor, Inc.'s bid of \$180,650 to repair the roof on the Career Programs Building.

#### ***Approval of August Degree and Certificate Candidates (ACTION)***

1. Mr. Alter moved to approve the August candidates for college certificates and degrees as presented. Ms. Hetzer seconded, and the motion carried with a unanimous vote.

### **Remarks from Trustees**

1. The Board, in referencing the supporting materials, commended Dr. Altieri and his staff for the hard work they so clearly represent.

### **Adjournment**

1. There being no further business or discussion, the meeting was adjourned by unanimous vote at 2:35 p.m.

The next meeting of the Board of Trustees is scheduled for Tuesday, October 15, 2002, at 1:00 p.m., preceded by lunch at 12 noon, location to be announced.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary