

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting No. 2
October 15, 2002*

Regular Meeting No. 2 of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 15, 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

Others

Anna M. Barker – Dean of Administrative Services
Craig Fentress – Customer Support Supervisor
Carl J. Galligan – Dean of Students
Michael G. Harsh – Faculty Chair
Rachel Krull – Student Government Association, Freshman Senator
Barbara E. Macht – Director, Institutional Research
Robert L. Mitchell – Telecommunications & Maint. Services Manager
Troy S. Monn – Associate Network Administrator
Barbara W. Roulette – Recording Secretary
Michael E. Seger – Director, Human Resources
Julian J. Sidlowski – Dean of Instruction
Elizabeth K. Stull – Director, Marketing/Public Information
Spring Ward – Faculty Vice-Chair

Call To Order

Mr. Merle S. Elliott, Chair, presided and called the meeting to order at 1:10 p.m.

Approval Of Minutes (9/17/02) (ACTION)

The minutes for the September 17, 2002 regular meeting of the Board of Trustees were approved by unanimous vote with the following amendments to the Board assignments:

Audit Committee: Wayne Alter, Chair; William Reuter; Florence Murdock

Foundation Board Liaison: Margaret Hetzer/Tony Dahbura, alternating

Maryland Association of
Community Colleges (MACC)
Trustee Representative: Merle Elliott/Tony Dahbura, alternating

Washington County
Career Connections: Carolyn Brooks

Reports From Campus Groups

Faculty Assembly

Mr. Michael Harsh, Faculty Chair, distributed a list of Faculty and Student Community Involvement activities. Mr. Harsh commented that the unit planning meetings are providing an opportunity for good exchange of ideas. The Governance Liaison Committee is currently investigating shared governance models used at other colleges. Mr. Harsh believes the faculty is largely amenable to the proposed changes; however, change always creates some unease.

Student Government Association

Rachel Krull, Freshman Senator, reported on recent student events, which include: (1) removing the vending machines from the College Center; (2) creating mailboxes for the clubs in the SGA office; (3) opening the library earlier (8:00 am); and (4) creating an SGA page for HCC website. Future events include: (1) new hours of operation for the Hilltop Grill; (2) renovating the former game room in the College Center into a lounge area; and (3) student e-mail accounts. Because the drive to create a Habitat for Humanity student chapter on campus sparked little student interest, the SGA might consider joining the community chapter.

President's Report

Shared Governance

The President referenced the Shared Governance memo addressed to the College community, the Governance Liaison Charge Statement, and the Code of Trust, which were distributed to all full time employees last week. The Governance Liaison Committee has held several meetings and is currently investigating governance models used at other colleges.

In referencing the Support Staff Town Meeting Minutes, the President said that a number of this group's concerns are being reviewed and addressed where possible. Some of the concerns are: (1) erratic climate control; (2) inadequately positioned parking areas; (3) lack of storage space,

(4) consistent policy and procedures for document management; and (5) various Human Resource issues.

FY03 Planning and Budgeting

To date, the unit planning meetings are one-third complete and will be completed by the end of November. A Unit Planning Meeting template is used as a tool to identify specific concerns and needs, and includes Areas of Agreement, Areas to be Studied, and "Parking Lot" Issues, which are those issues outside that unit's realm of jurisdiction or areas where multiple college units share responsibility. Parking Lot and Support Services (e.g., Facilities, IT, Purchasing) Issues are cross-referenced to be included in the appropriate unit's (e.g., Facilities) planning meeting.

Middle States Accreditation Visit

Middle States (MSA) has agreed to postpone the accreditation visit from April 2004 to October 2004. The major concern from their last evaluation, which had noted an inadequate library, has been addressed with the new Learning Resource Center. Since there are no other major MSA issues "on the books" to cause concern, the postponement of the accreditation visit was granted.

High School Students Taking College Courses

The President has met with Superintendent Morgan and Deputy Superintendent Abernethy of Washington County Board of Education on several occasions to discuss the flow of high school students to HCC before and after graduation. Statistics indicate that in 2001, 27.9% of high school graduates attended HCC after graduating. The goal is to raise that to 50%, which is a realistic percentage. The President pointed out that Washington County has the lowest percentage of immediate college-bound high school graduates in the state of Maryland. The Washington County Board of Education and HCC are committed to working together to raise that percentage. One possible consideration is converting current advance placement courses to college credit courses, with some type of financial agreement.

Barbara Macht, Director of Institutional Research, said that 70% of Washington County college-bound high school graduates who do go to college attend HCC, and enrollment of recent high school graduates has shown a 15% growth over the same time last year. Early release students are not counted in this statistic.

May 2003 Graduation and Honors Convocation

It has been agreed that graduation will be held on Saturday, May 17, 2003, at 8:30 A.M. The location is currently in question. Some of the options are: (1) ARCC, (2) an outdoor, open-air location with special populations sheltered by a tent, or (3) the Amphitheater, with possible additional temporary bleacher seating. The event will be held on campus.

On Thursday, May 15, 2003, an Honors Convocation will be held to recognize all students who have achieved academic honors. This event will be held in the same venue as Graduation.

Monthly Reports

Monthly Financial Statement

Ms. Barker discussed the Revenue and Expense Report as of September 30, 2002. Total revenue is over \$7 million. We have received 25% of our expected State aid, and \$2.4 million of County appropriations. Total expenditures are \$3.46 million. The rate of spending is slightly higher than this same time in FY02, but if annualized, spending is on track. Total revenue is \$3.6 million favorable variance, which reflects the schedule of State aid.

Mr. Alter moved to accept the monthly financial statement as presented; Ms. Murdock seconded; the motion was carried by unanimous vote.

Personnel Report (ACTION)

Mr. Seger, Human Resources Director, pointed out that the Personnel Report now includes non-credit course instructors as well. He briefly reviewed the personnel changes, citing that Jim Cannon will be the interim Director of Continuing Education, following Ms. Ann Shipway's resignation. In response to the Board's interest in knowing the reasons for Ms. Shipway's departure, Mr. Seger confirmed that her reasons for accepting another position were based on personal considerations.

Mr. Dahbura moved to approve the personnel changes as presented; Ms. Hetzer seconded. The motion was carried by a unanimous vote.

Special Reports

CNS (Information Technology) Update

The President prefaced this report by expressing his gratitude for the CNS department, who has met the numerous challenges of creating student e-mail accounts and website registration within a short time frame.

Ms. Barker introduced the members of the CNS department in attendance, and their major areas of expertise: Mr. Robert Mitchell, hardware and software; Mr. Troy Monn, networking; Mr. Craig Fentress, Datatel work and upgrading. Ms. Barker summarized the recent technological improvements: (1) 300 new computers for the LRC; (2) installation of Network Monitor, which allows the IT staff to avoid critical server overloads; (3) improvements in backup, mirroring and RAID5 (recovery) so that most servers now have this capability; (4) additional data storage capacity for all servers; (5) installation of a super-T connection to facilitate Internet connections; (6) installation of a firewall; and (7) planned implementation of a management cycle for maintaining staff computers.

The “unofficial” standard software package is Microsoft Office XP or 2000. Treating Microsoft product problems with greater priority than WordPerfect-related problems encourages the standardization of software usage.

A new e-mail server has been ordered, and a new internal e-mail system will be launched on Monday, October 21st. In November, internal and external e-mail will be integrated into one system using the same client. Technological limits for e-mail usage includes a 5mg limit for students’ e-mail boxes, and elimination of all opened mail older than two weeks for faculty and staff. In addition, an Acceptable Use Policy is being drafted and will be presented to the Board at the November 19th meeting.

FY2002 Audit Report

The Audit Committee met with the College’s auditing firm, Wooden & Benson, Chartered, on Tuesday, October 15, 2002. Mr. Alter reported that the auditors’ report represented a clean opinion with no adjustments.

Mr. Alter reported that the following changes will be made for FY2003 as required by the implementation of GASB 34/35: (1) the presentation of the financial statement will be changed, (2) the Foundation audit will be a component of the College’s audit, and (3) the threshold for the capitalization of assets will likely be increased from the current \$1,000 limit. The auditors also recommended that the College implement Datatel’s Fixed Asset Module so that updated/current versions of the fixed asset ledger are available during the year.

In the past, the Alumni Association has not been audited as part of the College’s or Foundation’s audit. Further discussion should take place to ensure that changes are made to incorporate the Alumni Association into the Audit process.

Mr. Alter concluded the audit report by commenting that the audit went very smoothly, and the auditors were very complimentary of the Financial Office staff. Ms. Brooks moved to accept the FY2002 Audit Report as presented. Dr. Dahbura seconded, and the motion carried by unanimous vote.

Enrollment Plan Update

The President prefaced this report by pointing out that Enrollment Management is one of the twelve major initiatives cited to move the College forward in meeting its goals.

Ms. Macht reported that the current enrollment management plan is fully funded and will be monitored and evaluated throughout the fiscal year. Enrollment management activities for 2003-2004 will be planned cooperatively by members of the Enrollment Management Committee, which is comprised of representatives from units that most significantly contribute to the attainment of enrollment goals.

Total head count for Fall 2002 is up by 8.4% over Fall 2001. Full-time enrollment is up by 15% and minority enrollment is up by 9%. Most of the growth is occurring in the 20 and under and 31-35 age categories.

A new initiative to improve retention targets students who have not declared a major or are currently enrolled in general studies. These students will be invited to participate in an intensive six-hour “Major Discoveries” seminar, focusing on career development. Members of Student Services, faculty, and the President’s Cabinet (including President Altieri) will teach these seminars.

The President and Ms. Macht discussed the various options for high school students to earn college credit prior to graduation: (1) Early College Entry Program, (2) The College Board Advanced Placement Program, (3) Articulated Credits, and (4) Dual Enrollment Program. Dr. Judy Peisen, Division Chair for Science, Mathematics and Engineering, in collaboration with the Learning Communities Steering Committee and the Washington County Board of Education has produced a comprehensive informational package to explain these options to students. The President pointed out that under the current programs, Early College Entry Program has the largest group of students, but is hampered by no financial aid available for students in this program. A 50% tuition reduction for students enrolled in the Dual Enrollment Program is far more attractive to students; however, the Board of Education pays tuition, so offerings are limited to specific programs.

In an effort to build the Early College Entry Program, the Board requested an estimate of the cost required to offer some type of financial support. Data will be gathered in this area and be shared at the special November 5th Board Meeting with members of the HCC Foundation’s Executive Committee.

Old Business

Vision and Strategic Goals Statements (ACTION)

The President pointed out that the strategic goals and vision statement has undergone only a few minor changes and is essentially the same as presented to the Board in draft at the September 17th meeting.

Mr. Alter moved to approve the vision and strategic goals statements as submitted. Ms. Brooks seconded, and the motion was carried by unanimous vote.

HCC Code of Trust (ACTION)

The President stated that the Code of Trust applies to all College employees. He plans to write to the SGA encouraging them to endorse “the code” so that all students will be further urged to honor it as well. Even though consequences for non-compliance are not explicitly stated in the document itself, appropriate action would be taken consistent with discipline procedures that apply to specific college groups.

Dr. Dahbura moved to approve the Code of Trust as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Retirement Incentive Plan (ACTION)

The President prefaced the Retirement Incentive Plan discussion by explaining that the eligibility age was revised down from 60 to 58, and the window of opportunity is February 2003, which will allow ample time for Human Resources to conduct early retirement workshops. These workshops will explain the options and assist employees with figuring the financial aspects of their choices.

The provisions for the Retirement Incentive Plan are: (1) must have a minimum of 15 years of service with the College, (2) must reach a minimum of age 58 by February 28, 2003, and (3) must submit a letter of intent to retire to the President on or before February 28, 2003. The retiring employee would receive 50% of his/her FY03 base salary, with the option to receive semi-monthly installments over an 18 or 24 month period.

Mr. Alter moved to approve the Retirement Incentive Plan as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

Adjustment to Board By-Laws

Authorization of Meetings via Teleconferencing

The Board reviewed suggested language for adjusting the Board By-Laws to authorize meetings where Board members could participate in meetings via teleconferencing. It was agreed that teleconferencing should be an exception, mention of which should be included in the verbiage. The language needs to be reviewed by an attorney prior to formal Board action.

College Attorney

The College has no designated house counsel, although in recent years a local attorney has served in that capacity in an unexpressed, but implied, agreement. To avoid a traditional RFP (Request for Proposal) process, which might not be the most efficient method for selecting an attorney, the Chair and the President will make a selection from several local attorneys after reviewing with them their services and fee schedules.

Tuition Discounting (ACTION)

Maryland Correctional Training Academy

The College currently provides discounted tuition for Maryland Correctional Training Academy students. The students are pre-qualified by the state of Maryland prison system, and the students are paid while they are attending classes. Satisfactory completion of the course guarantees a student a position at a Maryland correctional facility. Ms. Barker confirmed that the current agreement covers the direct costs of the course, excepting facility overhead.

The Board considered three options: (A) continuing the current discounted tuition through Spring 2004; (B) continuing the current discounted tuition through Summer 2003, and beginning in Fall

2003 to recoup a portion of the discounted tuition through a post-graduation student repayment plan; and (C) discontinue discounted tuition in Spring 2003.

The Board amended Option B to continue offering the current discounted tuition (In-County = \$50, Out-of-County = \$75, and Out-of-State = \$100) through December 2003, with the option of re-negotiating the agreement at that time. The administration will explore a variety of options to adopt after December 2003, including a post-graduation student repayment plan.

Mr. Alter moved to approve Option B as amended and stated here. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Maryland National Guard

The College currently provides 50% tuition waiver for Maryland National Guard members for credit courses only. Student activity and athletic fees are waived, while all other fees remain applicable and the financial responsibility of the student. The Board noted that eliminating the tuition waiver for Maryland National Guard members would probably decrease the number of enrollments, so any calculation of lost revenue due to the 50% waiver is not a meaningful number. It was determined that due to the nature of the fee structure for non-credit courses (lab fees and course fees being higher to offset the lower tuition), the College would not be adversely affected by offering the 50% tuition waiver for credit and non-credit courses.

Mr. Alter moved to provide 50% tuition waiver for Maryland National Guard members, excluding applicable fees, for credit and non-credit courses effective Spring 2003, to be reviewed again in October 2004. Ms. Brooks seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business, discussion or remarks, the meeting was adjourned by unanimous vote at 3:00 p.m.

The next meeting of the Board of Trustees is a joint meeting with the Foundation Board Executive Committee. This meeting will be held on Tuesday, November 5, 2002, at 12:00 noon in the Argosy Room in the Tortuga Restaurant, adjacent to the Clarion Hotel. Lunch will precede the meeting.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, November 19, 2002, at 12:00 noon, in the new library meeting room, located on the second floor of the LRC building on the HCC campus.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary