

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Joint Meeting with Foundation Executive Committee
November 5, 2002*

A joint meeting of the Board of Trustees and the Foundation Executive Board of Hagerstown Community College was held on Tuesday, November 5, 2002, in the Argosy Room in the Clarion Hotel at 12:00 Noon. 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
William J. Reuter

Foundation Executive Committee

Michael Morrell, President
Roger Fairbourn, Secretary
Julie Donat, Vice President
Pete Low, Immediate Past President
Lieba Cohen, Executive Director
William Fritts, Treasurer

Others

Anna Barker – Dean of Administrative Services
Dave Cole, Jr. – Director, Student Services
Carolyn Cox – Director, Student Financial Aid
Carl Galligan – Dean of Students
Barbara Roulette – Recording Secretary
Elizabeth Stull – Director, Marketing/Public Information

Call To Order

Merle Elliott, Chair, presided and called the meeting to order at 12:30 p.m.

Foundation Report

Michael Morrell briefly reviewed the Foundation Report. Referencing several charts, he noted that a significant increase in Foundation donations in 2001 and 2002 was a result of the Naming Campaign, and the increase in scholarship dollars awarded represents a revised manner in which unused dollars are redistributed.

Julie Donat discussed future planned events, which include the Jim Brown Roast, an Alaskan cruise or similar destination cruise, Presidential Breakfasts, a planned giving program, such as a "Heritage Society" for those who have named HCC in their wills, and ongoing efforts to identify donors and secure named scholarships.

William Fritts discussed the financial investments, which are managed solely by Fulton Financial. The Foundation's investment portfolio consists of a mix of government bonds, securities and equities, which cannot exceed 50% of the total portfolio. Current equity holdings are 33%; most foundations maintain equities at 60-70% of the entire portfolio. The investment strategy has been primarily growth-oriented. Bond growth represents less than the market because Foundation bonds are generally longer maturity, with less yield. Mr. Alter suggested that contracting with a second investment firm would help to diversify and spread the risk, and that the Foundation should consider making this change.

Scholarship Awards were discussed by Lieba Cohen. The "overawarding" practice allows the Foundation to compensate for funds that are awarded and not utilized. The following funds were distributed: \$6,000 to the Single Parent Program Scholarship; \$7,500 discretionary funds given to the director of student financial aid to use at her discretion; and \$4,163 to the Faculty/Foundation Scholarship for Academic Excellence. With the Fall 2002 awards at an estimated \$91,296, it appears the Foundation is on target in meeting the budgeted amount for scholarship awards.

Student Financial Support Report

Dr. Altieri prefaced this discussion by stating that 75% of HCC's students receive some type of financial assistance. These sources of assistance are generally flexible enough to increase with any growth in enrollment. He suggested that this is an important consideration when the Trustees consider the impact of tuition increases.

Major Student Funding Sources

Carolyn Cox reviewed federal and state programs, which comprise the largest source of student financial aid. Most of these funds are in the form of "free" grant assistance, such as the Guaranteed Access Grant, which is offered to: (1) current high school seniors who (2) have completed an application by March 1, and (3) are from extremely low income families (income guidelines comparable to the free school lunch program). In FY2002, 1,905 total financial

awards were given, totaling over \$2.6 million. Seventy-one percent of those funds were need-based awards.

Student Campus Employment Opportunities

Dave Cole discussed student campus employment opportunities: college work-study and student aides. College Work-Study is need-based. It is a form of Federal Financial Aid and is provided as part of a financial aid package that usually also includes grants and loans. College Work-Study students are paid by the Federal government, and they work only the required number of hours to their maximum dollar award.

Student Aides are students who also work in various departments on campus. Unlike work-study, this employment opportunity is skills-based, not need-based. Student Aides need only express an interest in working on campus; no financial qualifications are necessary. Student Aides are paid by the College, and most departments have funds for this purpose.

Foundation Scholarships

Lieba Cohen discussed Foundation scholarships. General Endowment Scholarships are \$500 maximum per semester, but students can receive more than one type of scholarship. Ms. Cohen explained that information regarding Foundation scholarships is included in press releases, in addition to the distribution of applications to Tri-State area high school guidance counselors. It appears that fewer applications have been received in the past several years. The Foundation will research this trend. A question was raised regarding the fate of those students who apply for Foundation scholarships but do not receive an award. Do they still attend college? The Foundation will research and report the findings at a later meeting.

Third Party Billing and Tuition Discounting

Anna Barker discussed Third Party Billing and Tuition Discounting. Third Party Billing primarily involves Washington County employers extending tuition reimbursement to their employees attending HCC. Tuition Rate Agreements with these employers allow Out-of-State and Out-of-County students to pay In-State rates. Other third parties include Vocational Rehabilitation, Workforce Investment Act, Correctional Training Academy, WCPS financed Dual Enrollments and other billings in which someone other than the student is financially responsible.

Students Not Receiving Financial Support

High School Seniors Attending College

Dr. Altieri discussed the “gap” areas in the financial assistance currently available. One of these gaps areas is high school seniors who are socially and academically ready to take college level courses. Currently, through Early Release or Dual Enrollment programs, college seniors are able to take six college credits (usually two courses) each semester of their senior year. Under dual enrollment provisions, a 50% tuition discount occurs and the student can use the course hours to meet both high school and college graduation requirements. The WCPS is expected to pay the tuition. Through Early Release programs, however, no financial assistance is available, as all financial support requires graduation from high school.

Typically, the College has approximately 80 high school release students each semester. It is estimated that many more seniors qualify socially and academically for an early release program, but are hampered by the inability to meet the full financial obligation. Based on staff analysis, it was recommended that the Board of Trustees consider a policy change to institute a 50% tuition waiver for students attending Washington County Public Schools and qualifying to take up to 12 credits of college level course work over two semesters. This initiative would expand the College’s services in two ways: (1) provide an opportunity for those students who otherwise would not have considered college, and (2) provide a transition period for those students who plan to attend a four-year institution. Both of these groups would not have attended HCC.

To fund this expanded opportunity, it was further recommended that the HCC Foundation consider a joint fund raising initiative with the Community Foundation of Washington County. Each fund, totaling approximately \$11,250, would support about 40 financially needy high school seniors to take six credit hours in each of two semesters. Together, 80 needy students would be supported into an early college program. In addition, it was recommended that the College Trustees extend the 50% tuition discount to an estimated additional 160 students. This tuition discounting, the financial support for the needy students by the two foundations, and the recommended WCPS support (\$22,500) equaling that of the two foundations, would provide annually early college opportunities for about 240 seniors from the Washington County public high schools, which represents about 20% of the combined senior classes.

Advance Placement instructors could teach the college level courses. They would be paid by WCPS with a small stipend from HCC as adjunct faculty. HCC would control the quality of instruction by requiring the instructors to have Master’s degrees, teach from the College syllabus, and use college textbooks. In addition, they would be supervised by the Division Chairs. The availability of Advance Placement courses for high school students would not be affected. Several Washington County high school principals who were indirectly queried on the concept, were very enthusiastic.

The Trustee Board discussed the idea of implementing the program in phases. The Foundation Board said that their donors have increasingly voiced the desire to award high achievers and this

special program for high achieving high school students would fit that interest. Conceptually, both boards were in agreement with the program.

“At Risk” Populations

A second gap area for financial assistance is at risk populations, comprised of low income, single parent, unemployed/underemployed, and displaced persons. As a general rule, their life circumstances prevent their considering matriculating for a two year degree, and many of HCC’s job skills programs are now non-credit course offerings, which do not qualify for financial assistance.

President Altieri presented a Concept Paper for establishment of a Job Training Institute. This program would consist of short-term, for credit, job training courses, ranging from five to fifteen weeks up to twelve months in duration. The probable fields of study would be nursing assistant, truck driving, office assistant, childcare assistant, and customer service specialist. Intensive case management would be an essential component, whereby the students would be in constant contact with their mentor/advisor, who could identify and resolve difficulties immediately. The program office would serve as “one stop” support location, providing assistance with financial aid, course registration, tutoring services, etc.

According to 1999 U.S. Census Bureau data, 9.5% of all persons living in Washington County live below the poverty level. Single parents, teen parents, unemployed and dislocated workers, and the illiterate are far more likely to fall into this category. Education and economic security are important first steps in changing this statistic. The Job Training Institute program would offer “at risk” persons an opportunity to acquire the necessary job skills to secure employment above minimum wage, a first step toward improving their life circumstances.

President Altieri assured the Board that converting these non-credit courses (which has approximately 200 students enrolled) to credit courses would not affect the reportable FTE to the State, but to the contrary would make this FTE more secure for state funding.

Naming Opportunities

The Trustees and Foundation Executive Committee discussed the current policy regarding naming campus buildings after retirees. This discussion was precipitated by a suggestion that the ARCC be named after retired Athletic Director James Brown and perhaps some other campus facility be named after retired president Dr. Norman Shea.

After much discussion and in light of the impending election in which James Brown is a candidate for Washington County Commissioner, it was decided to table further discussion for 3 to 6 months, possibly one year, before revisiting the issue.

The Board asked what amount of time had elapsed between Dr. Kepler’s retirement and the naming of the theater Kepler Theater. The President’s Office will research and report back on that matter.

Adjournment

There being no further business, discussion or remarks, the meeting was adjourned by unanimous vote at 2:20 p.m.

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