

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
November 19, 2002*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 19, 2002, in the Learning Resource Center 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  
Carl J. Galligan – Dean of Students  
Michael G. Harsh – Faculty Chair  
Joan M. Johnson – Instructor, English  
Anthony G. Kinkel – Executive Director, MACC  
Rachel Krull – Student Government Association, Freshman Senator  
Barbara E. Macht – Director, Institutional Research  
Lisa Mowen – Tutor Coordinator/Dislocated Worker Assistant  
Barbara W. Roulette – Recording Secretary  
Michael E. Seger – Director, Human Resources  
Julian J. Sidlowski – Dean of Instruction  
Maria Spinnler – Teen Parent/Single Parent Program Coordinator  
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 1:15 p.m.

**Presentation by Dr. Tony Kinkel**

Mr. Elliott introduced Dr. Tony Kinkel, who is the Executive Director of Maryland Association of Community Colleges, and welcomed him on behalf of all the trustees. As a former senator

and college dean in Minnesota, Dr. Kinkel prefaced his presentation by expressing his belief that the single greatest advantage for any community college is its association with its legislative body.

Dr. Kinkel's presentation offered some compelling statistics, such as 60% of all nurses and 50% of all teachers nationally begin their education at the community college level. Maryland funding for community college FTE has only risen 4% since 1993. National statistics show that of 20 community college students, 5 are traditional students, which means they graduated from high school the previous spring with no delay in entering college; 12 are women; and 8 are minorities. Twenty-five percent of all community college students already have one bachelor's degree.

The MACC Legislative Agenda includes the following issues:

1. Accelerate the restoration of the Cade formula, which is the basic community college funding formula.
2. Full funding of capital requests.
3. Immigrant Opportunity Bill, which would allow students who have emigrated with their parents and attended public schools to be admitted to community colleges and included in the FTE count.
4. Designate community colleges as the primary provider of workforce development.
5. Fair Financial Aid Proposal, which advocates the following: (1) distribution of financial aid at the campus level; (2) two-tiered deadline for the application process; and (3) adjustment for commuter expenses.
6. "Room-at-the-Inn Bill," which would guarantee recipients of the AAT (Associate in Arts and Teaching) transfer access by a member institution of the University System of Maryland.

### **Approval Of Minutes (10/15/02 and 11/5/02) (ACTION)**

The minutes for the October 15, 2002 regular meeting of the Board of Trustees and the November 5, 2002 joint meeting of the Board of Trustees and the Executive Committee of the Foundation were approved by unanimous vote.

### **Reports From Campus Groups**

#### ***Faculty Assembly***

Mr. Michael Harsh, Faculty Chair, prefaced his report by requesting a moment of silence for Ms. Elizabeth L. "Liz" Misner, who died on Monday, November 18<sup>th</sup>, following a long illness. Ms. Misner was both a faculty member and Coordinator of Academic Advisement during her long tenure at HCC and will be sorely missed.

Mr. Harsh reported that the faculty senate voted to support the Board of Trustees' decision to postpone further discussion or action regarding the naming of any campus building in honor of

one or more retirees. He indicated that faculty would like to be consulted about naming opportunities being considered, since a number of the rumors they have heard would generate strong faculty opposition.

With impending retirements, including the early retirement incentive that has been extended to applicable faculty and staff, the faculty is facing a possible 20-25% turnover in the next few years. The faculty assembly is suggesting HCC establish a new faculty orientation and mentoring program to aid new faculty members in acclimating themselves to HCC. President Altieri has endorsed this idea and has indicated his support to develop such a program in the near future.

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

Rachel Krull, Freshman Senator, reported on several upcoming student events, which include: (1) the Bloodmobile in the College Center on November 20<sup>th</sup>, and (2) The Great American Smoke Out from 10:00 – 2:00 on November 21<sup>st</sup>. Several students visited Penn State, which was a valuable experience. Creation of the College Center lounge from the current game room is moving forward with furniture and upholstery selections.

### **President's Report**

#### ***MACC Legislative Priorities***

President Altieri referenced the MACC Legislative Priorities that were distributed with the Board materials, noting that they complement Dr. Kinkel's presentation and provide a bit more detail.

#### ***Update on Proposed "ESSENCE" Program***

The "ESSENCE" Program is a proposed program by which eligible high school seniors could receive financial aid for college level credit courses taken at HCC prior to their high school graduation. A combination of funding from the HCC Foundation, the Community Foundation of Washington County, Washington County Board of Education, and 50% tuition reduction by HCC would provide the necessary financial resources. President Altieri reported that he had presented this program to Dr. Elizabeth Morgan, Superintendent of Washington County Public Schools, and had an opportunity to answer questions from her and a number of her senior administrative staff. Dr. Morgan has agreed to further study the proposal and respond within the next several weeks.

#### ***Annual Student and Community Fee Schedule Review***

Dean Barker explained that essentially fee calculations are based on equipment and consumables usage. In reviewing the current schedule of fees, the Board asked why some lab fees for Computer Information Systems are significantly higher (\$500 and \$395) compared to other fees in the same course of study (\$195, \$155, \$125). Dean Barker and Dean Sidlowski explained that the higher fees are for student-retained materials packaged by the supplier, such as CISCO.

These fees are essentially pass-thru, with no mark up by HCC. Music fees are generally higher because most involve personal instruction.

President Altieri would like to establish an annual review and approval of student and community fees by the Board of Trustees. A completed fee schedule and recommendation for Board action will be presented at the December 17<sup>th</sup> meeting. Dean Barker said that the fee schedule recommendation will be reviewed by faculty, division chairs, deans, and the President's cabinet prior to Board review.

### ***E-mail Acceptable Use Administrative Guidelines***

In referencing the E-mail Acceptable Use Administrative Guidelines, President Altieri pointed out that they provide freedom and flexibility within reasonable boundaries. In responding to the Board's inquiry about general computer use guidelines, Dean Barker said they are included in a general code of conduct, which has not been presented for Board action because it is not yet complete.

### **Monthly Reports**

#### ***Revenue and Expense Report as of October 31, 2002 (ACTION)***

Ms. Barker prefaced her discussion of the Revenue and Expense Report as of October 31, 2002 by saying that nothing definitive has been heard about funding for the next fiscal year. To date only one community college (Wor-Wic) is considering a mid-year tuition increase.

HCC tuition revenue is over \$7 million, which is 41% of the budget. In contrast, HCC received \$2.4 million of County appropriations for FY03. Fees are showing a negative variance due to activity fees being transferred to the SGA to fund clubs and events. Fees for the spring semester have not yet been collected. Total expenditures of approximately \$5 million YTD, if annualized, would be right on track. In response to the Board's inquiry about the increase in fringe benefits for FY03, Dean Barker will investigate and report to the Board at a future meeting.

Mr. Alter moved to accept the financial report as of October 31, 2002, as submitted; Ms. Brooks seconded. The motion carried by unanimous vote.

### ***Personnel Report***

Mr. Seger, Human Resources Director, presented the Personnel Report for November 2002. He reported that he would be recruiting for six or seven new positions in the near future. The Board said that it would be helpful if the Personnel Report would include reasons for resignations. Mr. Seger explained that Mr. Robert Simmers resigned as Evening Academic Advisor when the schedule for his daytime position with a local company became too demanding for him to continue with both jobs.

## **Special Reports**

### ***The Hawk Student Newspaper***

President Altieri introduced Ms. Joan Johnson, English instructor and advisor for the student newspaper, The Hawk. Ms. Johnson reported that the student newspaper was defunct for several years, so the current staff is new and comprised of her journalism students. They are primarily learning layout, and with the current issue, have learned the value of the correctness of printed material. Ms. Johnson mentioned that with the communications program being tabled, the origin of the next newspaper staff is in question, but she is hopeful the newspaper will continue. The Board commented on the importance of a college newspaper and the valuable learning experience that it provides. Ms. Johnson did mention that small stipends are now available to students who work on the newspaper staff, unless their participation is part of a course curriculum.

## **Old Business**

### ***Job Training Institute (ACTION)***

President Altieri prefaced the discussion of the Job Training Institute (JTI) by saying that the funding of the estimated \$70,000 required to implement this program would be re-allocated funds. Dean Galligan introduced Lisa Mowen, who has been Tutor Coordinator/Dislocated Worker Assistant for five years, and Maria Spinnler, who has been Teen Parent/Single Parent Program Coordinator for over ten years. Both women, who have worked extensively with the populations targeted by this program, will coordinate its implementation.

One of the greatest values of this program is that by providing short-term for credit skills training, a great portion of grant funds, such as Pell, which were not available for non-credit courses, will now be available. This will provide more opportunities for those who would otherwise have no means of funding their education. Once these students have acquired a skilled job, they are more likely to return for additional training, possibly taking advantage of employers' tuition reimbursement programs. Ms. Mowen and Ms. Spinnler expressed excitement for the Job Training Institute and its potential for being able to assist a greater number of "at risk" populations.

Dean Galligan said that the target participation for the JTI is 100 students in the fall and 100 students in the spring. He believes the market is actually several hundred beyond that number. President Altieri added that a GED program at HCC is being considered, as most adult learners would prefer to attend classes at a community college versus a high school. The schedules for the JTI are also being designed to meet the needs of the lifestyles of the target populations. Since it is important that the cycles repeat quickly, there will be nine entry points in a twelve-month period.

President Altieri referenced a list of local service agencies that would be potential partners and will be contacted to determine their interest in participating. The Board suggested adding the

Washington County Free Library to the existing list. In response to the Board suggestion that the JTI include sessions on personal finance and personal hygiene, Ms. Mowen said that each session would include workshop days in which to discuss resume writing, interviewing skills, and similar topics for professional success.

Mr. Reuter moved to approve the Job Training Institute. Ms. Brooks seconded, and the motion carried by unanimous vote.

***Approval of December Candidates for College Certificates and Degrees (ACTION)***

Ms. Brooks moved to approve the list of December candidates for college certificates and degrees as submitted. Mr. Reuter seconded, and the motion carried by unanimous vote. The students will complete their required studies in December, and will be invited to attend the graduation ceremony in May.

**New Business**

***Review of College Health Care Costs and Projections for FY04***

Mr. Seger discussed the costs of current health care coverage, which includes medical, dental, prescription, and life insurance. He explained that the Split Fund, a component of the medical and prescription coverage, is used for a claim that exceeds \$60,000, which is considered catastrophic.

Based on our current coverage, the trends indicate a 20-25% premium increase for FY03-04. Some of the contributing factors to this increase are: (1) the effects of enormous payouts required after 9/11 being distributed throughout the carriers, (2) utilization of our individual plan, (3) the rising cost of prescription drugs, and (4) shorter hospital stays, which contributes to the use of more prescription drugs.

President Altieri reiterated that this report was for information purposes. The Board expressed appreciation for the amount of time allowed for review and evaluation, and requested that Mr. Seger and Dean Barker prepare analyses of various health care plans from three perspectives: (1) costs to the College, (2) the impact on the current employees of the College, and (3) the impact on the retirees of the College. Board action will be required in March or April; however, additional information will be shared with the Board at the December meeting.

**Remarks from Trustees/President's Cabinet**

Dr. Dahbura inquired about the discontinuance of some of the non-credit musical educational programs involving community partners, especially MSO. Chair Elliott and President Altieri said that the issue only surfaced within the last few days and would need to be investigated. Once the facts have been pulled together, a report will be shared with the Board of Trustees at HCC and the Maryland Symphony Orchestra Board.

Dr. Sidlowski mentioned that the students for the Department of Corrections Academy will begin classes next week and will graduate in June. Any of the Trustees who would like to attend their graduation are certainly welcome.

### **Adjournment**

There being no further business, discussion or remarks, the meeting was adjourned by unanimous vote at 3:05 p.m.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, December 17, 2002, at 12:00 noon, in the Library Board Room, located on the second floor of the LRC building, at the far end of the library.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary