

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
December 17, 2002*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 17, 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  
William J. Reuter

Others

Anna M. Barker – Dean of Administrative Services  
Brian D. Beck – Athletic Director  
Carl J. Galligan – Dean of Students  
Kenneth E. Keys, Jr. – ARCC Associate  
Rachel Krull – Student Government Association, Freshman Senator  
Barbara E. Macht – Director, Institutional Research  
Marlys A. Palmer – Professor, Health and Physical Education  
Christine M. Peter – Congress Bundestag Young Professionals Program  
Barbara W. Roulette – Recording Secretary  
Michael E. Seger – Director, Human Resources  
Matt Seifarth – Student Government Association, President  
Julian J. Sidlowski – Dean of Instruction  
Elizabeth K. Stull – Director, Marketing/Public Information  
Spring Ward – Faculty Vice-Chair  
Stacey Zeger – Asst. Women's Basketball Coach

**Call To Order**

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

### **Approval Of Minutes (November 19, 2002) (ACTION)**

The Board pointed out that the minutes for the November 19, 2002 regular meeting of the Board of Trustees omitted Mr. Reuter in the list of attendees. Mr. Alter moved to approve the minutes with the noted correction; Ms. Brooks seconded and the motion was approved.

### **Reports From Campus Groups**

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

Ms. Spring Ward, Faculty Assembly vice-chair, addressed the Board in Michael Harsh's absence. Ms. Ward reported that 2,500 – 3,000 final exams have been administered in the past week. The faculty is now in the process of gearing up for the spring semester, which promises to have increased enrollment. More than \$8,000 in scholarships were awarded, yet the need outstripped the number of dollars available.

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

Rachel Krull, Freshman Senator, and Matt Seifarth, President, reported on SGA activities. Maryland Higher Education Commission has been conducting a survey at various locations regarding student advising. Preliminary findings at HCC are that overall advising and career advising could be improved. A Student Advocacy Day will be held in Annapolis February 12, 2003.

The SGA will hold special elections for the vacant positions of vice president and secretary.

Student e-mail accounts are up and running.

### **President's Report**

President Altieri introduced Christine M. Peter, student participant in Congress Bundestag Young Professionals Program, an international student exchange program. Ms. Peter expressed appreciation for the opportunity to attend HCC for one semester and to work during the spring semester at F&M bank. She presented Dean Galligan and the College with a map of Germany illustrating the hometowns of the students who have participated in this program over the past sixteen years.

President Altieri briefly reviewed the College's priorities for FY04, which include: (1) improving classroom technology by making instructional upgrades designed to facilitate the use of audio and video presentations; (2) start up of new certificate and degrees programs, and converting several continuing education courses into short term credit certificate programs in support of JTI, which will be ready to begin in July; (3) reorganizing the administrative structure; (4) final design and start up of the Job Training Institute with state approvals by May 1<sup>st</sup>; (5) "Learning Community" and "ESSENCE" programs, which will be ready to start in the Fall 2003 semester; (6) facility modifications to enlarge and renovate existing facilities in order to

accommodate new and expanded programs; (7) implementing the master class schedule project; (8) improving recruitment, professional development and evaluation systems for all College personnel; (9) move forward with the policies and procedures necessary to achieve 20-50% of credit course registration completed via web registration; (10) further development of resource reallocation and revenue enhancements; (11) implementation of the Middle States self study process; (12) implementation of the new shared governance model by September 2003; (13) further development of the College's on-going marketing campaigns targeting specific programs and cultivating congenial relationships with local government agencies; (14) continuing to establish key partnerships with USM Hagerstown Center and the proposed relocated hospital; and (15) integrate and coordinate improvement of core processes.

Ms. Barker briefly reviewed the Proposed FY04 Budget, pointing out that total revenues are projected at \$18.8 million, which represents a 3% increase over the FY03 Budget.

President Altieri briefly reviewed the PowerPoint presentation handout he will present to the Maryland Legislative Delegation at a luncheon on December 20<sup>th</sup>. The Board felt the presentation was fine, with the suggestion to rework language regarding the Maryland Department for Business and Economic Development (DBED), which administers the funds awarded to institutions for training.

### **Monthly Reports**

#### ***Revenue and Expense Report as of November 30, 2002 (ACTION)***

Ms. Barker noted that the revenue to date is \$9.5 million. One state appropriations installment payment of \$1.3 remains, plus two of the remaining County appropriations installments, which will be paid in January and February. Communication expenditures are up due to two upgrades needed to support student e-mail accounts and web registration.

Mr. Reuter moved to accept the financial report as of November 30, 2002, as submitted; Ms. Brooks seconded. The motion carried by unanimous vote.

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

Mr. Seger briefly reviewed the Personnel Report, noting the addition of one part-time support employee, five part-time credit course faculty, seven part-time non-credit instructors, and the death of Academic Advisor Liz Misner, which had been reported to the Board in November.

Mr. Alter moved to approve the Personnel Report as submitted; Ms. Hetzer seconded. The motion was carried by unanimous vote.

## **Special Reports**

### ***Shared Governance Liaison Committee***

Ms. Barbara Macht and Ms. Spring Ward discussed the work to date of the Shared Governance Liaison Committee. Climate surveys have been distributed to all campus personnel. These surveys were prepared in conjunction with an independent consultant. To ensure anonymity, the responses to the surveys are being forwarded to the consultant to eliminate the possibility of identifying individual handwriting or writing style. This survey will provide a good baseline, and the initial response has been strong. Final results, which are expected by mid-January, will be forwarded to Ms. Macht. Faculty forums and meetings with other groups have been planned to review the climate survey results. Ms. Macht noted that the data from this survey would provide valuable information for Middle States self-study.

### ***HCC Athletic Program***

Mr. Brian Beck, Athletic Director, introduced Stacey Zeger, Asst. Women's Basketball Coach; Marlys A. Palmer, Women's Basketball Coach; and Kenneth E. Keys, Jr., Men's Basketball Coach. Mr. Beck gave a PowerPoint presentation describing the athletic program and the philosophy by which it is driven. There are nine competitive sports opportunities for women and eight for men. Recruitment of athletes is conducted within HCC's service area, and extends into neighboring counties only if HCC offers an athletic program not offered at the neighboring institution. Mr. Beck noted that athletes are addressed as student athletes, as academics are their first priority. To that end, faculty receives copies of athletic team rosters at the beginning of the semester. Regular academic progress reports are submitted to Mr. Beck to monitor the academic eligibility of each student.

Ms. Zeger, Ms. Palmer, and Mr. Keys noted that participation in team sports not only provides athletes an opportunity to learn to function as a member of a team, but also teaches a sense of personal accountability. All three agreed that some successes are not measurable.

## **Old Business**

### ***Review of Health Care Costs***

Review of Health Care Costs was postponed until a later meeting.

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

Student and Community Fee Schedule will be reviewed at the January 21, 2003 meeting.

### **New Business**

#### ***Information System Hardware Purchase (ACTION)***

Ms. Barker explained the proposed campus network upgrade to Gigabit. Mid-Atlantic System Integrators submitted the lowest bid at a cost of \$53,167.00. Innovative Partnerships for Technology funds will be used to finance this upgrade.

Mr. Reuter moved to approve the purchase as submitted; Ms. Brooks seconded. The motion carried by unanimous vote.

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

The Board agreed that in order to facilitate board members' schedules, future board meeting luncheons would begin at 12:30 p.m., with the business portion of the meeting beginning at 1:30 p.m.

#### ***MSO Follow-Up***

President Altieri explained that investigation into the program with the MSO revealed that HCC was subsidizing more of the program than had originally been understood. The Board of Education does not participate financially in this program. Marc and Kate Levy, Executive Director of the MSO and HCC Continuing Education Music Coordinator respectively, had been very strongly involved in the program, devoting the amount of time necessary to make the program work. Their departure from the Hagerstown area represents the loss of a great resource. Individual non-credit music lessons are not feasible; however, HCC will continue to work with the MSO in every possible way to provide programs that are financially feasible.

### **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, January 21, 2003, at 12:30 p.m., in the Library Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary