

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
January 21, 2003*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 21, 2003, in the Learning Resource Center Board Room beginning at 1:30 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
Carl J. Galligan – Dean of Students
Michael Harsh – Faculty Chair
Barbara E. Macht – Director, Institutional Research
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 convened the regular meeting at 1:25 p.m.

Approval Of Minutes (December 17, 2002) (ACTION)

Mr. Alter moved to approve the minutes of December 17, 2002 as submitted; Ms. Brooks seconded and the motion was approved.

Reports From Campus Groups

Faculty Assembly

Mr. Harsh commented on the following items: (1) the president's Open Forums have provided a lot of good interchange, (2) currently there are seven volunteers for the development of a faculty

mentoring program, (3) current efforts do not fully fund the Faculty Merit Scholarship Fund, which needs wider participation and more fund-raising activities, (4) a recent gear up lunch at South High provided an opportunity to better connect with county students, (5) students from the county will be bused in for Computer and Information Technology Career Day on February 7th, and (6) the faculty is discussing a way in which to permanently honor the memory of Liz Misner.

Mr. Harsh also said that in the spirit of open and honest communication, and after having talked with President Altieri, he wanted to share with the Board that the WCHEA (Washington County Higher Education Association), which currently has the paid membership of 87% of the full time faculty, is again this year requesting a collective bargaining bill from the local delegation.

President's Report

Annual Plan and Budget FY04 – First Draft

President Altieri said that the first draft of the plan and budget for FY04 is still a work in progress; it should be farther along in February, and complete by the March 18th joint meeting with the county commissioners. In terms of revenue, the State appropriation is built as the staff as FY03 and the County appropriation is recommended to increase by 4% over the FY03 budget. Tuition increases will be avoided if the projected County and State support come in at these levels. If not, a tuition increase of \$2 to \$5 will need to be considered.

Ms. Macht said that the budget plan would integrate goals that were identified in the unit meetings, and that goals and outcomes will be tied into the budget.

Ms. Barker said that some purchases will be centralized and some allocations would be brought back to the executive level by giving the responsibility for disbursement to the executive for that particular cost center. For example, currently each cost center negotiates its own office equipment contracts, which prohibits good pricing and increases maintenance costs. A more centralized approach should result in lower costs with better service for everyone. Another example is allocations for student aides, which will be given to executives to determine the most appropriate use of the aide positions assigned to their area.

Maintenance & Storage Facility

Mr. Snodderly presented the plans for the proposed maintenance and storage facility to be built beside the ARCC. The maintenance department currently occupies the space once occupied by the welding lab in the Career Programs Building. Washington County Public Schools has recently abolished its welding program in favor of sculpting classes. HCC has secured the welding equipment and plans to start a welding program in Spring 2004 to meet this need.

The proposed maintenance and storage facility is designed to house the maintenance staff, purchasing, mailroom, and central receiving. It is believed this configuration would maximize staff efficiency by providing back up personnel for material receipt. The building would also provide space for equipment storage, a deep bay for repair of large college vehicles, and a wash bay. The proposed location beside the ARCC takes advantage of existing infrastructure within

100 yards, and places the maintenance staff in the mainstream of the campus to better recognize and attend to daily maintenance issues. This project could be phased over 3-4 years, with the first phase costing approximately \$546,000. Approximately 2,900 S.F. would be freed up in the Career Programs Building as a result of this project.

Discussion ensued regarding the possibility of placing purchasing, mailroom, and central receiving elsewhere, and building a maintenance facility on the perimeter of the campus. Doing so would eliminate the need for the exterior of the building to conform architecturally to the rest of the campus, thereby lowering its cost.

The Board asked to see a study on staff efficiency and a proposal for building the support building in the perimeter of the campus. At the February board meeting, a revised proposal will be reviewed for possible action.

Monthly Reports

Revenue and Expense Report as of December 31, 2002 (ACTION)

Ms. Barker discussed the Revenue and Expense Report as of December 31, 2002. She noted that actual revenue for FY03 is \$11.4 million, which is 66% of the projected amount and about 2% ahead of FY02. Fifty percent of the state aid has been received, with the final payment due in March. Total expenditures are 2.46% greater than FY02. Recommended budget adjustments will be presented to the Board at the February board meeting; adjustments appear to be approximately several hundred thousand dollars.

Mr. Alter moved to accept the Revenue and Expense Report as submitted; Ms. Brooks seconded, and the motion was approved.

Personnel Report (ACTION)

Mr. Seger discussed the Personnel Report for January 2003. He pointed out that in response to Board request, the report now includes explanation of resignations. Mr. Alter moved to approve the Personnel Report as submitted; Ms. Brooks seconded and the motion was approved.

Special Reports

Selected Human Resource Policy Updates

Mr. Seger discussed several proposed Human Resource Policy updates, which will be incorporated into a revised Staff Manual. The current Staff Manual was last revised in 1993. Mr. Seger said that once the revisions are nearing completion, a draft of all the updates will be presented to the Board for review, and legal counsel will also be included in the review process. The Staff Manual, once updated, should be reviewed annually.

Enrollment Management Report

The total enrollment for Fall 2002 was up 8%, and Spring 2003 enrollments are strong and will likely be up more than 8%. It was noted that most out of state students live in Franklin County, Pennsylvania. The web registration committee should have a pilot web registration model ready for use this summer. Strong enrollment increases are anticipated next year, due in part to implementation of JTI and ESSENCE programs.

Old Business

Student and Community Fee Schedule

The Board reviewed the proposed Student and Community Fee Schedule for FY04. Mr. Alter moved to approve the schedule as submitted; Mr. Reuter seconded and the motion was approved.

New Business

Faculty Tenure and Promotion Recommendations

Dr. Sidlowski discussed the candidates recommended for promotion and tenure, and also explained the current selection process. Mr. Alter moved to approve the tenure and promotion recommendations as submitted; Mr. Reuter seconded and the motion was approved. The Board approved these recommendations with the understanding that a new process and Board Policy guidelines will be in place for next year's round of faculty promotion and tenure considerations.

Remarks from Trustees/President's Cabinet

Mr. Reuter stated that as HCC Faculty Assembly Chair, it was inappropriate for Mr. Harsh to be speaking regarding collective bargaining issues to the Trustees.

Adjournment

There being no further business, discussion or remarks, the meeting was adjourned by unanimous vote at 3:25 p.m.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, February 18, 2003, at 12:30 p.m., in the Library Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary