

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
February 18, 2003*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 18, 2003, in the Learning Resource Center Board Room beginning at 1:30 p.m. In attendance:

Board Members

Guy Altieri, President
Carolyn Brooks, Vice-Chair
Anton T. Dahbura
Merle S. Elliott, Chair
Florence M. Murdock

Others

Anna M. Barker – Dean of Administrative Services
Heather Barnhart – Marketing/Public Information
Durrell Blake – MHEC Student Advisory Representative
Carl J. Galligan – Dean of Students
Michael Harsh – Faculty Chair
Barbara E. Macht – Director, Institutional Research
Barbara W. Roulette – Recording Secretary
Julian J. Sidlowski – Dean of Instruction
Spring Ward – Faculty Vice-Chair

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 1:45 p.m.

Approval Of Minutes (January 21, 2003) (ACTION)

Dr. Dahbura moved to approve the Executive Session and Regular Meeting Minutes of January 21, 2003 as submitted; Ms. Brooks seconded and the motion was approved.

Reports From Campus Groups

Faculty Assembly

Mr. Harsh thanked Chair Elliott for facilitating several meetings, which included Mr. Reuter and President Altieri, to discuss faculty / board relationships.

Mr. Harsh also discussed the following topics: (1) help for those students whose second language is English; (2) one Faculty Merit Scholarship will be named in honor of Liz Misner; (3) invitation to all Board members to attend a reception in honor of retirees, which will be held in the College Center immediately following the Honors Convocation on May 15th; (4) Chair Elliott will speak to the faculty assembly in April; and (5) distribution of Mr. Harsh's comments to new County Commissioners during their orientation meeting on January 23, 2003.

Student Government Association

The SGA was represented by Mr. Durrell Blake, Representative to MHEC's Student Advisory Council. Mr. Blake reported on his recent attendance at Student Advocacy Day in Annapolis and the issues discussed with the Maryland legislative delegation, which included: (1) delegate support of the bill which would restore funding of the CADE formula, (2) the bill proposing slot machines, revenues from which could ease state budget constraints, (3) USM Hagerstown Center, location of which cannot be moved at this late date; the delegation also indicated they would use the proposal that HCC manage the Center jointly with FSU as a tool to wield some influence with the chancellor's administration, and (4) out-of-state vs. in-state tuition rates for immigrants.

Mr. Blake also mentioned that all the current SGA leaders would be graduating this year, so recruitment for successors is underway.

President's Report

Annual Plan and Budget FY04 – Second Draft

President Altieri noted that the plan and budget represents a great deal of work as both a policy and a communication document. The completed version will be shared with the County Commissioners prior to their joint meeting with the trustees on March 18, 2003.

Ms. Macht said that the current version is approximately 90% complete. It includes brief descriptions of each unit, with outcomes and support requirements. There will also be a detailed list of equipment and requests that are unable to be funded. Grants and auxiliary services are being included as well. Ms. Macht reported that the current document accurately presents the big picture; the adding of details will not affect the bottom line.

Chair Elliott requested an Executive Summary and/or a version that highlights only the changes from the previous version. Ms. Macht said that an Executive Summary would be included in the next version that is distributed to the Board.

Minor Capital Projects List FY03 and FY04

Minor capital projects for FY03 are: (1) Allied Health Renovation, (2) Job Training Institute,

(3) Graphics Design Technology Lab, (4) Temporary Spaces for the Board Room and President's Office, (5) Bookstore Surge Space, (6) Softball Dugouts, (7) Instructional Technology Enhancements, (8) ARCC Heat Exchanger Unit, (9) Completion of College Center, and (10) Roof Replacement for Career Programs Building. Numbers 4, 7, 9 and 10 have been approved. Mr. Snodderly said that any dollars remaining at the end of the County's fiscal year are allocated to county institutions, and we would solicit some of those funds.

March 18th Joint Meeting with County Commissioners

President Altieri distributed a hard copy of the PowerPoint presentation for the joint meeting with the County Commissioners on March 18, 2003, suggesting presentation of specific slides by each Board member. After some discussion about possible presentation approaches, it was decided that the meeting would go more smoothly if President Altieri makes the presentation with Board members commenting on specific subjects, if they wish.

President Altieri said that HCC would request "maintenance of effort" from the County this year, which at our current rate of 26% of total revenue, would result in an increase of \$186,000. He noted that Allegheny, Garrett and Frederick Community Colleges receive, on average, 31% county financial support. Chair Elliott mentioned that "maintenance of effort" in state terms means maintaining dollar amounts, not percentages; therefore, he suggested changing the terminology to reflect the intent of maintaining the percentage of financial support.

Capital projects have been submitted to the County. Chair Elliott advised that these funding decisions are driven from the staff, who make recommendations to the Commissioners; he requested that Mr. Snodderly maintain his efforts at the staff level.

State Funding

HCC's state funding for operating costs was cut 4% in the current fiscal year, which was absorbed in the budget adjustments, and will be cut 4% for fiscal year FY03-04. There have been no cuts in the State's commitment to fund the approved capital projects, namely the planning of the Career Programs Building and campus roof replacements.

Campus Climate Survey Results

Ms. Macht reported that the results of the Campus Climate Survey should be distributed campus-wide this week. An Open Forum is scheduled for Thursday, February 27th. The survey was well-constructed and offered mixed results. Most respondents felt that communication and innovation have increased over the past several months. One of the major issues needing improvement is trust. Also, the survey showed surprising tension between support personnel and faculty. Operating under the Code of Trust, the Governance Liaison Committee elected not to include in the survey results some comments that were determined to be personal assaults of named individuals with no intrinsic value to the study.

Monthly Reports

Revenue and Expense Report as of January 31, 2003 (ACTION)

Ms. Barker discussed the Revenue and Expense Report as of January 31, 2003. She noted that actual revenue for FY03 is \$13 million, which is 75% of the projected revenue. State aid, which is received in three installments, has been cut by 4%, or \$186,000. This cut affects direct funding only, not grant funding. We have received five of six County payments, the final of which will be received in February. Total actual expenditures for FY03 are \$9.2 million, which is about 2% greater than FY02. Revenue over expense for FY03 is \$3.8 million, or about \$200,00 less than FY02. That is an unfavorable variance of about 7%, which should not present a problem.

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

Personnel Report (ACTION)

In the absence of Mr. Seger, Ms. Barker discussed the Personnel Report for February 2003. She pointed out that Ms. Lisa Mowen has been hired as a full-time regular employee in the position of Job Training Institute Coordinator. Ms. Barker commented that Ms. Mowen is eminently qualified for this position.

Dr. Dahbura moved to approve the Personnel Report as submitted; Ms. Brooks seconded and the motion was approved.

Special Reports

FY03 Recommended Budget Adjustments (ACTION)

Ms. Barker discussed the recommended budget adjustments for FY03. Recommended adjustments to revenue include: (1) credit tuition revenue increase by \$318,209; (2) student fees increase by \$57,000; (3) state aid reduction by \$186,082; (4) investment income reduction by \$65,000; and (5) facilities usage reduction by \$7,000. Recommended adjustments to expenditures include: (1) salaries and wages reduction by a net amount of \$289,038; (2) benefits increase by \$390,000; (3) communication line items increase by \$7,500; (4) fixed expenses increase by \$26,000; (5) contracted services increase by a net amount of \$35,475; (6) merchant fees increase by \$8,500; and (7) reductions to other expenses totaling \$85,000. The resulting net change to the budget is zero.

Ms. Barker also mentioned that the College has planned \$250,000 in minor renovations over the next several months. Additional County funding will be requested to complete these projects. If that request is rejected by the County, management will request an additional budget revision or fund balance designation.

Ms. Brooks moved to approve the recommended budget adjustments for FY03; Ms. Murdock seconded, and the motion was carried by unanimous vote.

Student Enrollment Report Spring 2003

Total headcount is up 7% over Spring 2002, with some classes not yet included in that figure, and daytime FTE is up 10%. Many out-of-county students live in Franklin County, and HCC continues to do well in that area. Demographically, the number of female and minority students continues to increase.

Long Range Facility Needs/Costs

Chair Elliott prefaced this discussion by commending Mr. Snodderly and his crew for their great efforts in removing the snow so quickly from sidewalks and parking areas.

Mr. Snodderly said that renovations to the Administration Building, estimated at \$1.9 million, are scheduled to begin in March. The funding for these renovations is in place. The Career Programs Renovation, which is a multi-year project, is scheduled for engineering and design in FY04. Final funding approval should be received in the latter part of June. Mr. Snodderly mentioned that the Facilities Master Plan would need to be amended to include renovations for Allied Health.

In response to an inquiry from the Board regarding deferred maintenance, Mr. Snodderly said that most of the older buildings contain asbestos, which requires costly removal. In his opinion, the athletic building will be the most costly. Mr. Snodderly said that approximately \$1 million would be needed for routine maintenance to the buildings and grounds and this requires HCC secure more capital support funds from the County. The current \$500,000 per year for capital is no longer sufficient.

Old Business

Alternative Proposal for Maintenance and Storage Facility

President Altieri said that further discussion of the proposed maintenance and storage facility will be deferred until the actual cost of the facility has been determined and a modified funding proposal is developed.

ESSENCE Program and Related Tuition Discount (ACTION)

President Altieri said that the ESSENCE Program has been enthusiastically endorsed by the Washington County Board of Education, and the official signing of the Operational Agreement would take place during the Board of Education Board Meeting on March 25th. Financial expectations of the program over the next four years were distributed. Year 1 designates FY04; FY03 will offer pilot courses. WCPS "In-Kind" Financial Assistance refers primarily to the teachers teaching the courses. The ESSENCE Program proposal, which offers 50% tuition

reduction for eligible public high school students, does not include at this time home-schooled, private school or out-of-county students; they can, however, participate at full tuition.

Dr. Altieri estimated that one of the long range effects of this program could be an increase in County high school graduates who continue their education by as much as 10-20%. Several interfaces between the two participating institutions are: (1) HCC academic advisors, (2) enrollment services on site, and (3) HCC Director of Financial Aid working directly with counselors and principals at the Board of Education.

Dr. Dahbura moved for approval of the ESSENCE Program, including 50% reduction in tuition for eligible participants of the Program, as submitted; Ms. Brooks seconded, and the motion carried by unanimous vote.

Information Technology Strategic Plan

Ms. Barker said that the Information Technology Strategic Plan is a work in progress and will be tied into the Plan and Budget. In response to the Board's inquiry, she said that the external advisory committee has not been involved in the Plan recently, though the members did review the original draft. The Board suggested that the external advisory committee be reinstated. The job description and posting for the new position of Director of Technology & Computer Studies are being drafted, and the new position should be in place by July 1. Dr. Dahbura felt the Plan was a little light on the software side, and asked if wireless infrastructure had been considered. President Altieri said that preliminary discussions on wireless have begun and the College will be experimenting with this technology in FY04.

New Business

Academic Calendar for FY04 (ACTION)

Ms. Brooks moved to approve the Academic Calendar for FY04 as submitted; Dr. Dahbura seconded, and the motion was carried by unanimous vote. By attachment this document becomes a part of this record.

Staff Calendar for FY04 (ACTION)

It was pointed out that the Thanksgiving holiday dates, November 25th and 26th, were incorrect; the dates should be November 27th and 28th. Ms. Brooks moved to approve the Staff Calendar for FY04 with the noted corrections to the Thanksgiving holiday dates; Dr. Dahbura seconded, and the motion carried by unanimous vote. By attachment this corrected document becomes a part of this record.

Adjournment

There being no further business, discussion or remarks, the meeting was adjourned by unanimous vote at 3:45 p.m.

The next regularly scheduled meeting of the Board of Trustees will be a joint meeting with the Washington County Commissioners. The meeting will be held on Tuesday, March 18, 2003, at 12:30 pm, in the College Center, Conference Rooms 1 and 2. Preceding the joint meeting, a regular meeting will begin at 11:30 a.m. in the same location.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr