

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
April 15, 2003***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 15, 2003, in the Learning Resource Center, Library Board Room beginning at 1:00 PM. In attendance:

Board Members

Wayne E. Alter, Jr.
Guy Altieri, Secretary / President
Carolyn Brooks, Vice-Chair
Anton T. Dahbura
Merle S. Elliott, Chair
William J. Reuter

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
Michael Seger – Director of Human Resources
Julian J. Sidlowski – Dean of Instruction
Phillip R. Snodderly – Director of Facilities Management & Planning
Spring Ward – Faculty Vice-Chair

Guests

Diane Favret – Director of Admissions, St. Maria Goretti High School
Sandy Roberts – Representative for Home-Schooled Students
Sherry Tydings – Registrar, Highland View Academy

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 12:50 PM.

Approval Of Minutes (February 18, 2003; March 18, 2003) (ACTION)

Mr. Alter moved to approve the revised Executive Session Minutes of February 18, 2003 and Executive Session and Regular Meeting Minutes of March 18, 2003 as submitted; Ms. Brooks seconded and the motion was approved.

Reports From Campus Groups

Faculty Assembly

Mr. Harsh thanked Chair Elliott for attending a Faculty Assembly meeting. Both felt the meeting furthered communication and the building of trust. Topics covered during the question and answer session included the reason for the Board's opposition to HB807 and the efficiency of HCC's marketing strategies compared to Hagerstown Business College.

Mr. Harsh discussed several campus functions, including the student production of "Threepenny Opera," inviting all to attend.

Student Government Association

The SGA was represented by Mr. Durrell Blake, Representative to MHEC's Student Advisory Council. Mr. Blake reported that at an April 10th Open Forum, student concerns included safety on campus, citing lack of sidewalks, few lights, and lack of a call box system. (It was noted by the Board that these concerns were general in nature, and not the result of any reported incidents.)

Mr. Blake also mentioned that students are not maximizing the use of their e-mail accounts. The e-mail Help Desk is only available at the Library Desk; it is not available on-line. The SGA is conducting a survey regarding use of the library, student e-mail account use, current hours of the College Center, and similar topics.

Students generally feel disconnected and would like to receive a copy of the Board of Trustee minutes. Chair Elliott said that the Board would take the request under advisement. He suggested that it might be more effective for the SGA to cite specific topics of interest.

President's Report

Board Retreat Agenda, April 29, 2003

President Altieri discussed the proposed agenda for the Board Retreat on April 29, 2003. Topics to be covered are Middle States Re-Accreditation Planning, the Human Resources Master Plan, the Curriculum Master Plan, and the Strategic Plan update that will be accomplished in FY04.

Ad Hoc Faculty Load, Promotion and Tenure Committee

An Ad Hoc Committee has been appointed by the President to study Faculty Load, Promotion and Tenure policies and procedures. The committee is comprised primarily of faculty members and is co-chaired by Professor Clemens and Dr. Sidlowski. Because the committee's work will have policy implications, a policy change recommendation will be presented to the Board in the fall of 2003.

Probationary Period for Incoming Faculty

President Altieri said that the current policy regarding new full time incoming faculty specifies a period of six years, untenured, but the probationary period is unclear. The proposed policy change would specify a probationary period of two years, with a possible extension of one additional year of probation at the discretion of the College. The progression of full time faculty status would go through three stages: (1) probationary (first two years), (2) non-tenured, and (3) tenured (eligible after 6 years of full time service).

Mr. Reuter moved to approve the proposal as written, with minor revisions for clarification. Mr. Alter seconded, and the motion carried with a unanimous vote.

Monthly Reports

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

Ms. Barker reported that total revenue for FY03 is \$16.7 million, which is 97% of the revised projection. All state and county allocations have been received. No additional information regarding FY04 is available. Total expenditures are \$11.8 million, which is 68% of the budget, and even with FY02. There were no extraordinary expenditures in March. Total Revenue over Expenses is 3.84%. Ms. Brooks moved to accept the Revenue and Expense Report as of March 31, 2003 as submitted, Dr. Dahbura seconded, and the motion carried.

Personnel Report (ACTION)

Mr. Seger discussed the Personnel Report for April 2003. He said that the College is currently recruiting fifteen new positions. Ms. Hetzer moved to approve the Personnel Report as submitted, Mr. Alter seconded, and the motion carried.

Special Reports

Essence Program

Dr. Galligan introduced Ms. Sherry Tydings, Registrar, Highland View Academy; Diane Favret, Director of Admissions, St. Maria Goretti; and Ms. Sandy Roberts, representing home-schooled students. The guests were invited to share with the Board their ideas regarding the ESSENCE Program's possible expansion to include Washington County students attending private schools and those being home-schooled.

Mrs. Roberts said that the ESSENCE Program would be beneficial to home-schooled students, as many are single income families, and the tuition discount would be very helpful. Ms. Tydings reported that a larger number of Highland View graduates are attending community college, and approximately 90% continue their education. Currently, out of 35 graduates, 6 or 7 are planning to attend HCC.

Ms. Favret of St. Maria Goretti said that of 48 graduates this year, all are attending college. Generally, 15 – 20% of eligible students take Advance Placement courses. The school's students are very motivated, and three juniors currently have expressed an interest in enrolling in the ESSENCE Program next year.

Following some discussion regarding specific wording, Ms. Brooks moved to accept the recommendation of the administration to expand the ESSENCE program as submitted with minor corrections for clarification. Mr. Alter seconded, and the motion carried.

Old Business

Employee Benefits Policy

The Employee Benefits Policy maintains that the College will offer regular full-time employees a quality and competitive cafeteria-style benefits program as part of a total compensation package. The Administration will review the plan on an annual basis and continue to develop strategies and options to contain or reduce costs for the College while enhancing benefit options to employees and retirees.

Mr. Reuter moved to approve the Employee Benefits Policy as submitted. Mr. Alter seconded, and the motion carried unanimously.

Employee Benefits Program

Mr. Seger summarized the recommended Employee Benefit Plan: (1) remain self-insured for FY03-04, (2) change the current health insurance plan to a cafeteria style benefits plan that allows pre-tax contributions, (3) implement a Flexible Spending Account program for health and dependent care, (4) offer voluntary benefits, such as Vision Care, Short Term Disability and Employee Assistance Program (EAP), Personal Sickness Plan, Personal Accident Plan, (5) change the current Long Term Disability (LTD) plan design to take advantage of cost savings initiatives, (6) re-design the retiree health care benefit cost sharing structure based on years of service, (7) employees electing single medical and dental coverage will begin to contribute a reasonable amount toward the total monthly insurance rates, (8) increase contribution rates, deductible levels, and out-of-pocket maximums (effective January 1, 2004) to employees and retirees to a level that compares to other tri-state secondary and post secondary educational institutions, and (9) initiate a Request for Proposal (RFP) process to explore options of a Fully-Insured Health Care Plan for FY05.

Mr. Seger said the percentage of increase for employees is 10% for single coverage and 4% for family coverage. Overall increase for the College is 17%.

Following discussion, Dr. Dahbura moved to approve the proposed Employee Benefits Program as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Administrative Re-organization

Dr. Altieri discussed the proposed administrative re-organization, which includes creation of Technology and Computer Studies Faculty Division, headed by a Director. In addition, the Director of Instruction position would be added, reporting directly to the Dean of Academic Affairs.

Mr. Reuter moved to approve the proposed re-organization as submitted. Ms. Hetzer seconded, and the motion carried unanimously.

New Business

Honors Convocation and the Approval of May Candidates for Certificates and Degrees

President Altieri reminded attendees of the Honors Convocation being held on Thursday, May 15, 2003 at 4:00 PM in the ARCC. Award recipients will include students being honored for the following: Phi Theta Kappa members, dean's list, individual awards, and graduates with honors candidates.

Graduation will be held on Saturday, May 17, 2003 at 9:30 AM in the ARCC. The program includes faculty and student speakers, more music pieces, and Board participants helping to congratulate the graduates. The estimated duration of the ceremony is 1 to 1-1/2 hours.

President Altieri said that with the new programs that are being added, most of which are one-year certificate programs, the Board might want to consider a December and May graduation ceremony to reduce the number of students in each one.

Mr. Reuter moved to approve the list of May candidates for certificates and degrees. Mr. Alter seconded, and the motion carried unanimously.

Fund Balance Transfer to Help Fund Administration Building Renovations

Following discussion of the Administration renovation project, general consensus of the Board was to re-bid the project and defer consideration of a fund transfer pending the outcome. The Board agreed to meet on Tuesday, May 6, 2003, to address this issue. (Subsequently, the Board changed this meeting to Thursday, May 29, 2003 at 10:30 AM to allow time for the re-bid.)

Tuition and Fee Rates for FY04

Dean Barker discussed the proposed Fee Schedule and Tuition Rates for FY04, which is a proposed 5% increase in credit tuition. This recommendation is based on the fact that the state budget is still uncertain, and community colleges could take as much as an 11-12% decrease in allocated funds. An informal survey of community colleges statewide reveals an average of \$3 to \$6 tuition increase at cohort colleges. Hagerstown Community College has not raised tuition for three years; the last increase was \$3 or \$4 per credit hour. President Altieri explained that for

those students receiving financial aid, the proposed increase in tuition would be absorbed by their financial aid award. Mr. Alter opposed the proposed tuition increase in favor of looking for cuts elsewhere in the budget. He expressed his concern that education remain affordable for students from the local community.

Following discussion, Ms. Hetzer moved to approve the proposed fee schedule and 5% credit tuition increase for FY04 as submitted. Dr. Dahbura seconded, and the motion carried, with Mr. Alter casting the one opposing vote.

Adjournment

There being no further business, discussion or remarks, the meeting was adjourned by unanimous vote at 2:50 p.m.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, May 20, 2003, at 1:00 pm, in the College Center, Conference Rooms 1 and 2. Preceding the regular meeting, lunch will be available at 12:00 noon in the same location.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr