

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
May 20, 2003***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 20, 2003, in the College Center, Conference Rooms 1 and 2, beginning at 2:00 PM. In attendance:

Board Members

Wayne E. Alter, Jr.
Guy Altieri, Secretary / President
Carolyn Brooks, Vice-Chair
Merle S. Elliott, Chair
Florence M. Murdock
William J. Reuter

Others

Anna M. Barker – Dean of Administrative Services
Patricia K. Cushwa – Board of Trustees Appointee
Elizabeth Stull – Director, Marketing/Public Information
Durrell Blake – MHEC Student Advisory Representative
Craig Fentress – Customer Support Supervisor, IT Department
Carl J. Galligan – Dean of Students
Michael Harsh – Faculty Chair
Barbara E. Macht – Director, Institutional Research and Planning
Barbara W. Roulette – Recording Secretary
Michael Seger – Director, Human Resources
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 2:10 PM.

Approval Of Minutes (April 15, 2003; May 6, 2003) (ACTION)

Ms. Brooks moved to approve the minutes for the April 15, 2003 Executive Meeting, the April 15, 2003 Regular Meeting, and the May 6, 2003 Single Topic Meeting. Ms. Murdock seconded, and the motion was carried by unanimous vote.

Reports From Campus Groups

Faculty Assembly

Mr. Harsh discussed the progress of a faculty committee that is working to develop a mentoring program for new faculty. He also said that faculty consensus was that the campus events of May 15th through May 19th (Faculty Retirement Reception, Honors Convocation, Employee Picnic, Graduation, and the Staff and Faculty Retirement Reception) were “super.”

Student Government Association

The SGA was represented by Mr. Durrell Blake, Representative to MHEC’s Student Advisory Council. Mr. Blake reported the following: (1) the SGA-sponsored Spring Fest was a great success, and the students are planning a Welcome Back Fest in the fall, (2) a mission statement was drafted at a leadership retreat, which was held May 12 through May 14, (3) the president of the SGA for FY04 is Melissa Arch, (4) a student ad hoc committee will be formed to review and revise the SGA constitution and by-laws, and (5) review of a “wish list,” which includes increased communications, inclusion in the search for the Dean of Students position, and a desire to create some type of award for staff members serving the college community.

President’s Report

Review of State Funding for FY04

President Altieri said that most community colleges in Maryland have increased tuition for FY04, and in comparison, the College’s 5% increase is one of the lowest. The purported 7.5% cut in state funding is reflected in the revised operating budget for FY04. The final state appropriations may not be known by July 1, 2003; the Governor is allowed to make budget cuts after the beginning of the fiscal year. Early retirement incentives, administrative re-organization, and restructured health benefits have placed the College in an acceptable financial position, better than most cohort colleges.

Year End Campus Activities

President Altieri congratulated everyone who coordinated and helped orchestrate the success of the Honors Convocation, Employee Picnic, Graduation Ceremony, and Retirement Receptions. All events went smoothly and were well received.

Additional Points of Interest

In conclusion to his report, President Altieri made the following observations: (1) enrollments for summer and fall terms appear to be very strong, and (2) the social service agencies’ response to the Job Training Institute has been overwhelmingly supportive.

Monthly Reports

Revenue and Expense Report as of April 30, 2003 (ACTION)

Ms. Barker reported that total revenue for FY03 is \$17.1 million, which is approximately 1% less than FY02. Total expenditures are \$13.2 million, which is about even with FY02. The rather large period variance for Plant Operations and Maintenance of 14.17% compared to FY02 is due to minor renovations and greater utility costs. Total revenue over expenses is 3.89%, and total revenue should be close to the targeted \$17.36 million by June 30, 2003. Mr. Alter moved to accept the Revenue and Expense Report as of April 30, 2003 as submitted, Ms. Brooks seconded, and the motion carried.

Personnel Report (ACTION)

Mr. Seger discussed the Personnel Report for May 2003. Full time regular employees newly hired are: Mr. Bradley Shepard, Research and Assessment Specialist; Ms. Irena Bojanova, Instructor of Computer Science; and Ms. Ellen Smith, Instructor of Graphic Design Technology. Dr. C. David Warner was appointed to Director of Instruction effective May 1, 2003. Nine part time instructors have been hired to teach continuing education courses. Ms. Brooks moved to approve the Personnel Report as submitted, Ms. Murdock seconded, and the motion carried.

Special Reports

Web Registration Update

A pilot web registration program began the last week in April, on-campus only. Student aides were present to walk the registrants through the process. Web registration for credit courses is now fully operational for fall registration, returning students only. It is estimated that approximately 37% of the fall registrants will have used web registration.

Mr. Fentress demonstrated the process by accessing various menus and screens available to the registrants. Some features include: (1) required log in, (2) payment plan and credit card payment options, (3) access to "real time" class capacities, (4) transaction information e-mailed to student e-mail accounts for printing, (5) for privacy purposes, no personal information is shown on the transaction, and the system times out after 90 seconds.

President Altieri concluded the discussion by saying that the current system is a great leap forward for both students and faculty. Faculty, for example, will now have immediate "real time" access to class sizes. Planned future on-line services include electronic faculty grade submittal and student grade retrieval, textbook purchases from the bookstore, and a detailed interactive map of the campus buildings and grounds.

Institutional Development

Ms. Cohen reported that a Request for Proposal has been initiated to select a firm to manage the Foundation's investment portfolio. The deadline for submittals is June 16, 2003. A notice of the RFP was placed in the local newspaper for those firms interested in submitting a proposal. The draft RFP included how the portfolio is invested, bond obligations, statistics, and income expectations. Selected Finance and Investment Committee members, comprised of Bill Fritz, Mike Morrell, and Jerry Spessard will evaluate the submittals. Don Harsh, given his affiliation with Hagerstown Trust Company, will not participate in the selection process.

Ms. Cohen discussed the results of the Internal Giving Campaign. Team captains from various divisions worked during the two weeks of the campaign to recruit donors. At the conclusion, there were 92 donors, or about 40% of the employee base. There were numerous new donors, and a significant increase in faculty donations, many of which were directed to the Liz Misner scholarship fund. In both the numbers of participants, and total dollars raised, this year's internal giving campaign has been the most successful in the history of the college.

Old Business

FY04 Operating Budget (ACTION)

Dean Barker reported that the highlighted figures on the budget designate those entries that have been revised. For instance, Credit Tuition Revenue reflects the approved 5% increase in tuition for FY04, and the State and County revenue entries reflect the changes in funding already realized from the County and anticipated from the State. Ms. Murdock moved to approve the Operating Budget for FY04 as submitted. Ms. Brooks seconded, and the motion was approved.

New Business

Proposed Board Meeting Dates for FY04

President Altieri reviewed the proposed Board meeting dates for FY04, pointing out that these dates are for Board consideration, and approval will be recommended at the June 17, 2003 Board meeting. He noted that the May 18, 2004 meeting would likely be the date for the Middle States Team Chair's visit to HCC. Other major campus activities for FY04 are also included on the list, such as the Honors Convocation on May 13th and Commencement on May 15th.

Board consensus was that Board meetings should begin no earlier than 12:00 noon, with the regular meeting convening at 1:30 PM or as the agenda allows.

Faculty and Staff Salary Review for FY04 (ACTION)

The Board prefaced action on review of faculty and staff salary for FY04 by saying that a comprehensive salary and benefit survey will be conducted during FY04, and that any action taken at this meeting is subject to further review following this study.

The revised proposal recommends a 5% increase of the salary scale and a 5% of midpoint increase for faculty, and no adjustment to salary scale and a 4% of midpoint increase for staff.

Mr. Reuter moved to approve the recommendation as revised, Ms. Brooks seconded, and the motion was approved by unanimous vote.

Citizen Participation

Ms. Cushwa said that she was glad to have been appointed to serve as a member of the Board of Trustees, and that it is wonderful to see the College moving forward.

Adjournment

There being no further business, discussion or remarks, the meeting was adjourned by unanimous vote at 3:15 p.m.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, June 17, 2003, in the College Center, Conference Rooms 1 and 2, beginning at 12:00 noon.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr