

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Annual Reorganization Meeting  
June 17, 2003*

The Annual Reorganization Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 17, 2003, in the College Center, Conference Rooms 1 and 2, beginning at 1:30 PM. In attendance:

Board Members

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

Others

Anna Barker – Dean of Administrative Services  
Jim Cannon – Director, Continuing Education  
Patricia Cushwa – Board of Trustees Appointee  
Jack Drooger, Jr. - Computer Training Coordinator, Con. Ed.  
Elizabeth Stull – Director, Public Information/Govt. Relations  
Durrell Blake – MHEC Student Advisory Representative  
Carl Galligan – Dean of Students  
Michael Harsh – Chair, Faculty Assembly  
Barbara Macht – Director, Planning, Governance, and Inst. Research  
Anne Myers – Public Offerings Coordinator  
Rich Rook – Executive Director of Pen Mar Development Corporation  
Barbara Roulette – Recording Secretary  
Michael Seger – Director, Human Resources  
Julian Sidlowski – Dean of Academic Affairs  
Angela Stoops – Coordinator for the Health Professions  
Spring Ward – Vice-Chair, Faculty Assembly

**Call To Order**

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 1:35 PM.

**Approval Of Minutes (May 20, 2003 Executive and Regular Meetings; May 29, 2003 Special Meeting) (ACTION)**

Ms. Brooks moved to approve the minutes for the May 20, 2003 Executive Meeting, the May 20, 2003 Regular Meeting, and the May 29, 2003 Single Topic Meeting. Mr. Reuter seconded, and the motion was carried by unanimous vote.

**Reports From Campus Groups**

***Faculty Assembly***

Mr. Harsh gave a very brief report, noting that summer school enrollments are up. He also expressed appreciation for the \$100 per employee contribution to Flexible Spending Accounts that the Board approved to help offset the increased insurance expense to employees.

***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 similar event on September 10<sup>th</sup> as a welcome back function, (2) a committee will be formed to improve recruitment to the SGA, and (3) leadership development will be the initiative this spring.

**President's Report**

President Altieri has conducted some preliminary research on the feasibility of establishing a Combined Regional Emergency Services Training (CREST) facility at Ft. Ritchie, possibly modeled after a training facility at Oakland Community College in Michigan. This type of facility is unique in that it provides the opportunity for emergency services groups to coordinate their response training with other emergency services agencies. The importance of this training has been realized after the events of September 11<sup>th</sup> and the creation of the Homeland Security Department.

Dr. Altieri introduced Mr. Rich Rook, Executive Director of Pen Mar Development Corporation, which is responsible for managing the former Ft. Ritchie property. Mr. Rook prefaced his remarks by giving some background on the Ft. Ritchie site. Because of an unexpected unexploded ordinance issue that arose several years ago, the Army still owns the facility while this issue is resolved. This clean up is expected to be completed and the entire property ready for transfer in 2004 or 2005. There is also some litigation involving the previous occupants, but this too is expected to be resolved soon.

Mr. Rook expressed enthusiasm for the potential for a CREST project at the Ft. Ritchie site, pointing out that the infrastructure already in place, such as classroom facilities, housing, and a firehouse, are ideal for the proposed facility.

Based on current knowledge and the potential for a CREST type training center for this area, it was the general consensus of the Board that the College should continue to explore this project. A trip to tour the CREST Center at Oakland Community College in Michigan could be scheduled in the near future.

### ***Renovation of the Administration Building***

Mr. Snodderly reported that at their last meeting, the Board of Public Works did not hear the FY03 funded capital projects. The College must commence renovations to the Administration Building as scheduled in June in order to move the Day Care children back into the Administration Building by September when the Board of Education will once again need the Robinwood facility. Mr. Snodderly suggested proceeding with \$1.1 million of the renovations, and then proceeding with the remainder of the planned renovation once the state funding has been approved. During much discussion, it was pointed out that stopping and starting construction would be very costly, yet proceeding without official state funding would be risky. Since the bonds for the state funding have already been floated, it was felt that proceeding would not represent too great a risk.

Mr. Reuter moved to go forward with the full amount of the renovations. Ms. Murdock seconded, and the motion was carried by unanimous vote.

### **Monthly Reports**

#### ***Revenue and Expense Report as of May 31, 2003 (ACTION)***

Ms. Barker reported that total revenue for FY03 is \$17.3 million, which overall is pretty much in line. Total expenditures are \$14.6 million, which is about 2% greater than FY02. Total revenue over expenses is 7.42% over FY02, and total revenue should be close to the targeted \$17.36 million by June 30, 2003. Ms. Brooks moved to accept the Revenue and Expense Report as of May 31, 2003 as submitted, Mr. Alter seconded, and the motion carried.

#### ***Recommended Budget Transfer (ACTION)***

It was recommended that the Board approve budget transfers to cover anticipated expenditures and overages for the remainder of FY03. Transfers would be made from Contingency (\$60,000) and Employee Benefit Plan (\$278,500). Mr. Reuter moved to approve the transfers as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

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

In Mr. Seger's absence, Ms. Barker discussed the Personnel Report for June 2003. Mr. Reuter moved to accept the report as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

## **Special Reports**

### ***Continuing Education***

Mr. Cannon said that Continuing Education has done well despite the weak economy, as Continuing Education is usually affected by the availability of disposable income. Registration is taken by fax, phone, mail and walk-in, and web registration should be available by 2004. Customers want classes that are less expensive, convenient, and flexible with topics that provide short term gain.

Evaluation of Continuing Education classes is based on various aspects of compatibility with HCC's strengths, focus and resources; ability to meet its fiscal goals; manageability; and the ability to provide quality and affordability with excellent service.

Mr. Jack Drooger, Information Technology Training Coordinator, discussed the Information Technology Certification Programs, which include Microsoft Office Specialist, A+ Certified Technician, Network+ Certified Technician, Microsoft Certified System Engineer, Microsoft Certified System Administrator, Microsoft Certified Professional, Cisco Certified Network Associate, Cisco Certified Design Associate, and Certified Internet Webmaster.

At this point in the presentation, it was suggested that the remainder of the Continuing Education presentation be postponed until a later date so that Board issues requiring action could be completed prior to the scheduled retirement reception honoring Trustee Murdock.

### ***MHEC Accountability Report (ACTION)***

Mr. Alter moved to approve the MHEC Accountability Report as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote.

### ***Summer Enrollment Report and Preview of Fall Enrollments***

Preliminary enrollment statistics for Summer Session I are very strong, up 15% over Summer 2002. Fall enrollment projections are very strong at 34% increase over Fall 2002.

## **New Business**

### ***Re-organization of the Board (ACTION)***

Mr. Elliott was nominated to serve as Chair of the Board for FY04. Mr. Reuter moved to elect Mr. Elliott as Chair; Ms. Brooks seconded, and the motion carried by unanimous vote.

Ms. Brooks was nominated to serve as Vice-Chair of the Board for FY04. Mr. Reuter moved to elect Ms. Brooks as Vice-Chair; Dr. Dahbura seconded, and the motion carried by unanimous vote.

***Proposed Compensation Policy (ACTION)***

Ms. Brooks moved to approve the Compensation Policy as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote.

**Old Business**

***Proposed Board Meeting Dates for FY04 (ACTION)***

Mr. Alter moved to approve the Board Meeting dates for FY04 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. By inclusion, this list becomes a part of the minutes.

**Special Consideration**

***Consideration of Trustee Emeritus Resolution for Florence M. Murdock (ACTION)***

Mr. Reuter moved to approve as submitted the resolution to bestow upon Florence M. Murdock the title of Trustee Emeritus. Mr. Alter seconded, and the motion carried by unanimous vote. By inclusion, this list becomes a part of the minutes.

**Adjournment**

There being no further business, discussion or remarks, the meeting was adjourned by unanimous vote at 3:10 p.m.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, September 16, 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  
Attachments