

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
August 12, 2003*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, August 12, 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 W. Brooks, Vice-Chair  
Anton T. Dahbura  
Merle S. Elliott, Chair  
Margaret E. Hetzer

Others

Anna Barker – Dean of Administrative Services  
Sandra Blakeman – Coordinator, Developmental Education  
James Cannon – Director of Continuing Education  
Jack Drooger, Jr. - Computer Training Coordinator, Con. Ed.  
Barbara Macht – Director, Planning, Governance, and Inst. Research  
Anne Myers – Public Offerings Coordinator  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean of Students  
Michael Seger – Director, Human Resources  
Julian Sidlowski – Dean of Academic Affairs  
Angela Stoops – Coordinator for the Health Professions  
Elizabeth Stull – Director, Public Information / Government Relations  
Diane Weaver – Director, Career Programs and Grants Specialist

**Call To Order**

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

**Approval Of Minutes (June 17, 2003 – Executive Session and Regular Meeting) (ACTION)**

Dr. Dahbura pointed out that his name had been omitted from the roster of attendees in the regular meeting minutes, and asked that they be amended to reflect this change. Ms. Brooks moved to approve the June 17, 2003 Executive Meeting minutes as submitted, and the June 17, 2003 Regular Meeting minutes as amended. Dr. Dahbura seconded, and the motion was carried by unanimous vote.

## **President's Report**

### ***Administration Building Renovations***

President Altieri reported that the Board of Public Works approved the funding for renovation of the Administration Building at their July 16<sup>th</sup> meeting. The contractors are making excellent progress on the work to date; they are on schedule to complete the Children's Learning Center by the required date in August and are on schedule to complete the entire renovation in 9-10 months.

### ***ABE-GED Instruction in Washington County***

President Altieri said that the College is in a better position to run the Adult Education Services program than the Board of Education. The BOE notified the state of Maryland that it would no longer administer this program, and the state initiated the request for proposal process. The current RFP, which is due September 5, 2003, grants funds for administering the program through June 30, 2004, at which time the regular state wide annual proposal process will be initiated for FY05 grant awards. Notification of the grant funding will be made in early October.

Dean Sidlowski introduced Diane Weaver, Director, Career Programs and Grants Specialist. Dr. Weaver is the lead person for a core team who is working on the ABE-GED proposal. Adult Education Services is defined as education services for individuals 16 years or older who are not currently enrolled in a regular school program and whose basic skills are below that of high school graduates, or who lack the ability to speak, read or write the English language. Components of these services are Adult Basic Education, Adult Secondary Education (GED), English as a Second Language, Maryland Adult External High School Diploma Program, Family Literacy, and Services for the Institutionalized.

Dr. Weaver said that she has visited a number of the six community colleges in Maryland that currently administer Adult Education Services. Maryland has mandated that only one institution per county can administer this program, but partnerships with other agencies play an integral part. Washington County Public Schools had several partnerships, such as the Family Center and the Washington County Detention Center, which the College plans to include in its proposal. Some components of the program, such as English as a Second Language, would remain in the existing sites.

The total potential amount of grant funding to administer the program for 6 months is \$147,700, which is to be used for salaries, materials and marketing. Total cost of delivery for the college is a 25% match, 60% of which must be cash. President Altieri pointed out that Adult Education Services has not been a source of "profit" revenue for the BOE or any of the community colleges who administer it, but it is a mission-based service that the College would provide to the community. However, 95% of the direct costs of running the program are covered by the grant. Dr. Weaver added that Adult Basic Education must be free to the students, but a fee can be charged for General Educational Development. Recommended tuition levels will be submitted

to the Board for approval prior to January 1, 2004. The possibility of private donations in the form of scholarships for students will also be explored.

Ms. Hetzer moved that the Board authorize the President to submit a grant proposal to the Maryland State Department of Education for HCC to replace Washington County Public Schools in administering ABE-GED instructional programs in Washington County. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***Tentative List of Board Meeting Topics***

The Board reviewed the tentative board meeting dates and topics for FY04. President Altieri said that times for the key campus events would be provided, and that the dates of joint function meetings would be confirmed with the participating groups as soon as possible. Mr. Alter advised that he would not be able to attend the September 2003 meeting.

### **Monthly Reports**

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

Mr. Seger discussed the personnel recommendations for August 2003, which consisted of a total of 50 positions, the resultant combination of retirees and new positions. The average number of applicants for each position was 75; 20-25% of those were not considered due to lack of qualification. Mr. Alter moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried.

President Altieri introduced and welcomed Donna Rudy, the new Dean of Students, and Sandra Blakeman, Coordinator, Developmental Education and Testing Center.

### **Special Reports**

Mr. Cannon prefaced the Continuing Education presentation by introducing members of the Con Ed staff who were present: Jack Drooger, Jr., Computer Training Coordinator; Anne Myers, Public Offerings Coordinator; and Angela Stoops, Health Professions Coordinator.

The HCC Valley Mall Center is very popular with adult learners because it is easily accessible from the Interstate and has ample parking. Plans are to create more classrooms and office space and have at least one coordinator at this site.

Performance of Con Ed programs is measured by FTE, enrollment, revenue, expense and returns. The quality of most programs and course offerings is measured by feedback from students and employers. No formal survey is conducted, although Ms. Macht's office (Institutional Research) does survey the partnering companies. Con Ed is responsible to the accrediting institution for the content and quality of allied health programs and courses, and receives feedback from them, as well. Currently there is no direct tracking of outcomes.

In comparison to FY02, overall enrollment and FTE for Continuing Education for FY03 was down slightly. Despite this, some areas experienced significant growth, some of which were Certification and Licensure, ANCC (Nursing Conferences), Medical Assistant, and Technology Training (Contract). Mr. Cannon said that 70% of those attending the Nursing Conferences are from institutions other than Washington County Hospital, and that additional conference space in the Career Programs Building would be beneficial to accommodate these growing numbers.

One of the challenges for Continuing Education for FY04 is transitioning Truck Driving, Certified Nursing Assistant, and Medical Office Assistant from non-credit to credit courses. This change is expected to increase the FTE figure by approximately 90.3. Some additional challenges for the Con Ed department are a downsized coordinator staff, and the new credit / non-credit schedule, which should be available in late October or early November, promoting classes that start in January of 2004. This dual schedule is designed to reach the public 6 times per year, rather than the traditional 4 times, and will include all credit and non-credit course offerings. Mr. Cannon has alerted registrants about this change.

Wrapping up the presentation, Mr. Cannon asked for additional comments from the Con Ed staff members who were present. Ms. Myers said that a family-oriented program, which consisted of a nature walk around Antietam Battle Field with local historian, Dennis Frey, was a great success, with 21 people registered to participate. Ms. Stoops commented that there are numerous opportunities for grant money and funding, which HCC will continue to pursue in the nursing and allied health fields. Mr. Drooger distributed subscription forms for e-mail delivery of CE News. He said that he is currently investigating new opportunities for contract training with local area businesses.

### **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, September 16, 2003, in the College Center, Conference Rooms 1 and 2, beginning at 1:30. A luncheon meeting will begin at 12 noon.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr