

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
September 16, 2003*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 16, 2003, in the College Center, Conference Rooms 1 and 2, beginning at 1:30 PM. In attendance:

Board Members

Guy Altieri, Secretary / President  
Carolyn W. Brooks, Vice-Chair  
Patricia K. Cushwa  
Anton T. Dahbura  
Merle S. Elliott, Chair  
Margaret E. Hetzer

Others

Terrie Angle – Division Chair, English and Humanities  
Melissa Arch – President, Student Government Association  
Anna Barker – Dean of Administration and Finance  
Durrell Blake – Secretary, Student Government Association  
Jennifer Brown – Vice-President, Student Government Association  
Lori Drega – Director, Admissions, Records and Registration  
Craig Fentress – Director, Information Technology  
Mike Harsh – Chair, Faculty Assembly  
Barbara Macht – Director, Planning, Governance, and Inst. Research  
Lisa Mowen – Coordinator, Job Training Institute  
Donald Reiff – Maintenance Supervisor  
Carole Richardson – Director, Technology and Computer Studies  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean of Students  
Michael Seger – Director, Human Resources  
Jamie Shyda – Coordinator, Student Activities  
Julian Sidlowski – Dean of Academic Affairs  
Elizabeth Stull – Director, Public Information / Government Relations  
David Warner – Director of Instruction

**Call To Order**

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

### **Approval Of Minutes (August 12, 2003 Special Meeting) (ACTION)**

Chair Elliott asked that the minutes for August 12, 2003 be amended to designate this meeting as a special meeting, since the Board historically does not meet in August. Dr. Dahbura moved to approve the minutes as amended, and Ms. Brooks seconded. The motion was carried by unanimous vote.

### **Reports from Campus Groups**

#### ***Faculty Assembly***

Professor Harsh reported that eight faculty members participated in externships this summer, working in fields related to their areas of expertise. The program, which was administered by Dr. Weaver and Dr. Sidlowski, was very beneficial to the participants. FLPTC (Faculty Load, Promotion and Tenure Committee) continues to work on a proposal; many faculty are involved in the Middle States self-study, focusing on outcomes assessment; and the faculty mentoring program is operational. Mr. Harsh asked that the Board continue to solicit feedback from constituency groups prior to making decisions on major issues.

### **President's Report**

#### ***Update on Administration Building Renovations***

Mr. Snodderly said that the renovations to the Administration Building are going well and still on schedule. Even though there have been some revisions in staffing, he does not foresee any problems. The project is expected to be punch listed in February.

#### ***Introduction of SGA Officers***

Dean Rudy introduced the SGA Officers for FY04: Melissa Arch, President; Jennifer Brown, Vice-President; and Durrell Blake, Secretary; all of whom were present. Whitney Miller, Treasurer; Katie Madsen, Sophomore Senator; Katie Berger, Freshman Senator; and Christopher Sarno, Freshman Senator could not attend due to class commitments.

#### ***SGA Report***

Ms. Arch read the mission statement that was drafted and adopted at the students' retreat in May. She reported that the first SGA meeting was well attended, and she's optimistic that the students will continue to be involved. Several students have solid connections to community organizations, which will provide a conduit for the SGA's intended involvement in community projects. More campus activities are planned, as well, including a beautification day to weed and neaten the campus gardens.

### ***College Activities Schedule***

Ms. Shyda discussed the college activities schedule, highlighting a few of the many activities planned. Among those she mentioned were: (1) the Red Cross blood drive, September 17; Club Fair, September 18, designed to inform and recruit new students to the campus clubs; a discussion of smokeless tobacco, September 25; seminar on alcoholism, October 2; and a Veteran's Day program, November 11. The broad range of activities is designed to entertain, inform, and encourage students to become involved in campus life.

### ***Introduction of New Administrators***

Three newly hired administrators not previously introduced to the Board were invited to share first impressions with Board members. They were: Lori Drega, Director of Admissions, Records and Registration; Donald Reiff, Maintenance Supervisor; and Carole Richardson, Director of Technology and Computer Studies. Four HCC employees recently promoted to administrator positions were also introduced: Terrie Angle, Division Chair for English and Humanities; Craig Fentress, Director of Information and Technology; Lisa Mowen, Coordinator of the Job Training Institute; and David Warner, Director of Instruction.

### ***Progress on Formulating a New Shared Governance Model***

President Altieri discussed the new shared governance proposal drafted by members of the ad hoc Shared Governance Liaison Committee. He stressed that the current document is a working proposal and will continue to evolve throughout the fall of 2003. Hard copies were distributed to the campus community last week, and will be discussed at a faculty and staff open forum on September 18<sup>th</sup>.

President Altieri pointed out that even with the adoption of this shared governance proposal, the ultimate policy-making authority would still reside with the Board of Trustees through the president of the college. It is also important for the campus community to understand that shared governance does not guarantee that everyone will like all decisions. Further, most daily operational decisions do not fall into the domain of shared governance, which addresses primarily policy development matters.

A Governance Council would serve as the ways and means body, receiving requests campus-wide regarding policy matters, directing every issue to the appropriate department, and coordinating standing and ad hoc committees. The president emphasized the point that among the proposal's greatest strengths is that it assures that "every issue will have a home" and that all major campus decisions will be communicated with a supporting rationale.

Professor Harsh commented that this model provides a clear definition of shared governance, and he felt it would create a better flow of communication, which has been a problem in the past. Ms. Macht agreed that it would provide a means for everyone to participate, and said that feedback has been generally positive. Dr. Warner pointed out that this proposal draws clear lines

of authority, and while it represents a calculable risk, especially for the president, he felt that it was a positive step forward.

The projected time line is to provide updates to the Board in October and November, seek Board endorsement in December, and initiate the governance structure in January 2004. Board members requested that subsequent revisions to the document be highlighted to indicate changes.

## **Monthly Reports**

### ***Financial Report***

Dean Barker reported that the audit went well, and commended David Bittorf, Director of Accounting Services, for his major contribution to the audit process. Ms. Barker referenced the Management Discussion and Analysis, a preliminary summary of the audit that had been distributed in the board materials packet. She explained that the primary change in reporting requirements for GASB (Governmental Accounting Standard's Board) is that the financial statements are now designed to more closely resemble those of corporate accounting presentation models by consolidating all activities into one total. Chair Elliott remarked that this preliminary summary of the audit was an excellent presentation. The Auditor's Report will be presented at the October 14<sup>th</sup> Board meeting.

Ms. Barker distributed a revised copy of the General Fund Revenue and Expense Report as of August 31, 2003. She pointed out that current total revenue for FY04 is \$6.1 million, slightly behind this same period in FY02 -03. Tuition and fees are also showing a negative variance, largely due to some Senior Citizens' offerings no longer receiving funding and the near elimination of the Elderhostel program. Total expenditures, at \$2.1 million, represent 11.92% of the budget. Most capital equipment purchases for FY04 have been made. Revenue over Expenses is 8.43% ahead of last year.

Dean Barker said that the negative variances should not be cause for undue concern. Food Service operations have been assumed by the college, and projected revenue is \$200,000. In addition, Columbia Gas refunded \$46,000 to correct an error. Mr. Snodderly commented, however, that the deregulation of electric services in the near future could increase utility costs by as much as 50%.

Dr. Dahbura moved to accept the revised Revenue and Expense Report as of August 31, 2003 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***Personnel Recommendation (ACTION)***

Mr. Seger discussed the Personnel Recommendation Report for September 2003. He noted that recommendations for hire include six full-time regular positions, seven part-time regular positions, two part-time temporary positions, and seventeen part-time credit instructors. One employee voluntarily resigned.

Ms. Cushwa moved to approve the Personnel Recommendations Report for September 2003 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### **Special Reports**

#### ***Fall Enrollment Report***

Ms. Drega discussed the Fall Enrollment Report. She pointed out that these are preliminary figures, as registrations are still being accepted. Currently, total head count and credits have increased 9% over last year. Applications for Admission increased by 150 applications, but the conversion rate has decreased 10.9% compared to last year. Ms. Drega and a selected team called approximately 600 students to identify and address possible reasons for lack of follow through. President Altieri pointed out that this number could also reflect those students who, because of state budget funding and the average increase in four year college tuitions, applied to HCC for admission as a backup plan in the event they could not obtain the funding necessary to attend a four year institution.

#### ***Minority Report***

The Minority Achievement Report is part of the performance accountability required of all public colleges and universities in Maryland. This Report is submitted to MHEC (Maryland Higher Education Commission) every three years, along with interim progress reports.

Ms. Macht explained that MHEC used the following criteria to measure performance based on data presented in the 2002 accountability reports: campuses which had reached 80% of their 2004 benchmarks by 2001, and had shown an improvement in trend data in two of the past three years were deemed to have made sufficient progress. Measured by these criteria, HCC did not meet performance requirements on the following levels: (1) minority students enrollment as a percent of service area population, (2) percent minorities of full-time faculty, (3) percent minorities of full-time administrative/professional staff, and (4) six-year transfer/graduation rate of all minority students. Recent college data shows, however, that performance levels have been met or exceeded in categories 1 and 4.

As HCC's primary service area, Washington County's minority population is 10% of the total population, 18 years or older. The College's minority population in Fall of 2002 was 9.9% for the "third week official enrollment." The minority enrollment for the entire fall semester, including minimesters, was 10.3%. The College's benchmark for Fall 2005 is 11%.

Some strategies employed by the College to increase minority enrollment are the ESSENCE, JTI, and ABE-GED programs. The ESSENCE program, which allows qualified high school students to earn college credit before high school graduation, provides some scholarship opportunities based on financial need. JTI (Job Training Institute) targets "at-risk" populations, many of whom are minorities. It is designed to offer short term job skill training to provide employment opportunities at above minimum wage level. In addition, HCC has submitted a

proposal to assume administration of the ABE-GED program for Washington County. At least 50-75% of evening high school students are minorities.

In reviewing this data, Ms. Macht pointed out that when dealing with such small populations, one or two people can make a significant difference in percentage points. Also, MHEC only tracks transfer of students to University System of Maryland (USM) institutions. Data measuring students transferring to four year institutions in other states are not captured nor reflected in MHEC's evaluation. This is especially critical to HCC, due to its proximity to Pennsylvania and West Virginia.

### ***Employee Benefits RFP Review***

Mr. Seger discussed the College's health benefit plan, addressing three main issues: comparison of insured vs. self insured funding, review of stop loss coverage, and health benefits paid to retirees.

Mr. Seger explained that medical and prescription insurance should be considered a means to manage claims volatility, not as a way to reduce overall cost, and the decision to change from self-insured to insured should be based on long term impact. Switching to an insured plan could save the college money in the first year, but could subsequently cost more through significant premium increases if claims are worse than expected. Given that a study of claims volatility showed that one out of five years is a bad claims year, it is recommended that the college remain self-insured. Dental claims are more predictable and relatively small in comparison to medical claims; therefore, there would be little reason to consider an insured dental plan. It was general consensus of the Board to remain self-insured.

The College has a specific stop loss (protection against large individual claims) of \$60,000, and an aggregate stop loss (protection against large total annual claims) of 125% of expected claims. These limits are within the normal range for a group the size of the College.

Mr. Seger briefly discussed medical benefits for retirees. At the current level of medical coverage, subsequent retirements could ultimately result in a retiree medical plan liability between \$1 and \$2 million. In evaluating retiree benefits, plan documents and other communication would first be reviewed to assess the written "promise," necessary to determine if proposed changes would withstand a legal challenge. Alternative benefits for retirees could include changes in eligibility, length of coverage, level of benefit coverage, and contribution rates.

### **Old Business**

#### ***Accountability Report***

Ms. Macht reviewed the 2003 Accountability Report, which was briefly discussed and approved at the June 17, 2003 Board meeting. Time constraints precluded a more in-depth review at that time.

Ms. Macht pointed out that the Accountability Report, like the Minority Report, tracks and reports transfer data only to University System of Maryland institutions, which impacts HCC greatly. HCC's percentages would improve with the inclusion of transfer data from Pennsylvania and West Virginia institutions, particularly Shepherd College and Shippensburg University, two institutions that attract many HCC graduates.

In addition, data is collected through a survey distributed to Maryland community college graduates. Since it is a self-reporting system, it is reasonable to assume there are a percentage of graduates whose data is not captured because they do not respond. The Board requested to see the survey currently used, and mentioned how important they feel it is to improve the system used to capture data for students transferring to out of state institutions.

The Accountability Report is due to MHEC by September 30, 2003.

### **New Business**

#### ***Career Programs Building Renovations***

Mr. Snodderly discussed the planned renovations to the Career Programs Building, which is 40 years old and has had no substantial improvements. Conceptually, the renovated space would have two major functions. The upper level would house a conference center that could accommodate 150 – 200, and Continuing Education. The lower level would include space for Nursing and Allied Health, Reprographics, Information Technology, Plant Operations, and the mailroom. Structural plans include construction of entrances on each end of the building to replace the current middle entrance, elevators to replace the existing stairways, and elimination of the road past the front of the building. Additional parking is planned for one of the final phases. These proposed renovations would result in an additional 6,000 sq. ft. of useable space.

Mr. Snodderly said that renovation of this building is more economical than new construction, since the floors and exterior walls are in good condition, and the roof was replaced last year. It was the general consensus of the Board that plans for renovations to the Career Programs Building continue to move forward.

#### ***August Candidates for Certificates and Degrees (ACTION)***

Following a brief discussion, Dr. Dahbura moved to approve the August candidates for certificates and degrees as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

### **Adjournment**

There being no further business, discussion, or remarks, the meeting was adjourned by unanimous vote at 3:52 p.m.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, October 14, 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