

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
October 14, 2003*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 14, 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  
Patricia K. Cushwa  
Anton T. Dahbura  
Merle S. Elliott, Chair  
Margaret E. Hetzer  
William J. Reuter

Others

Melissa Arch – President, Student Government Association  
Anna Barker – Dean of Administration and Finance  
Sandra Blakeman – Coordinator, Developmental Education & Testing  
Frances Cade – Instructor, Human Services  
Lori Drega – Director, Admissions, Records and Registration  
Fonda Franklin – Office Associate, Human Resources  
Mike Harsh – Chair, Faculty Assembly  
Carrie Hawbecker – Instructor, Developmental Mathematics  
David Karstaedt – Instructor, Anatomy & Physiology / Microbiology  
Judy Kofoet – Clinical Coordinator, Radiography  
Christopher Lewis – Assistant Professor, Mathematics  
Barbara Macht – Director, Planning, Governance, and Inst. Research  
Karen Murray – Instructor, Developmental English  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean of Students  
Julian Sidlowski – Dean of Academic Affairs  
Ellen Smith – Instructor, Graphic Design Technology  
Lori Spessard – Instructor, Economics & Business  
Tammy Strite – Master Scheduler and Direct Mail Specialist  
Elizabeth Stull – Director, Public Information / Government Relations  
Spring Ward – Vice-Chair, Faculty Assembly  
Karen Weil-Yates – Instructor, Computer Information Systems  
Patricia Williams – Instructor / Coordinator, Practical Nursing

## **Call To Order**

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 1:32 PM.

## **Approval Of Minutes (September 16, 2003 Regular Meeting) (ACTION)**

Ms. Brooks moved to approve the minutes for the September 16, 2003 Regular meeting as submitted. Dr. Dahbura seconded, and the motion was carried by unanimous vote.

## **Reports from Campus Groups**

### ***Faculty Assembly***

Professor Harsh referenced the minutes for the September 16, 2003 Board meeting, Special Reports section, Employee Benefits RFP Review, stating that he was concerned with the passage, "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." Mr. Harsh reiterated the request that the Board solicit input from constituency groups prior to making decisions regarding major policy issues. Chair Elliott said he was unsure if that statement had been made at the meeting, and assured Mr. Harsh that the Board would comply with his request.

Mr. Harsh thanked Michael Seger and President Altieri for working to resolve a recent faculty issue in a satisfactory manner.

Mr. Harsh mentioned the accomplishments of Administration of Justice instructor, David Yohman, and several students who placed first and second in recent crime scene investigation competitions.

### ***SGA Report***

Ms. Arch stated that the Club Fair was successful, and that many students expressed an interest in the SGA. Project Green Thumb, in which the students worked to beautify the gardens near the College Center, involved a lot of weeding, but generally went well. The SGA plans to form a sub-committee for Community Action, and hopes to become involved with Habitat for Humanity. Upcoming events include participation in Breast Cancer Awareness activities and a van trip to Kings Dominion.

## **President's Report**

### ***Update on ABE-GED***

Sandra Blakeman reported that the ABE-GED grant had not yet been awarded, but the transition plan is in place, and the necessary steps are being taken to move ahead. The office for this program is temporarily housed in the TV studio; it is hoped they can find space to move into the

LRC in the near future. Ads are being placed in the Continuing Education portion of the Schedule of Classes, which is mass distributed in Washington County, and orientations are scheduled for January, February and March. (A few weeks following this meeting, Ms. Blakeman received official verbal notification that the ABE-GED grant had been awarded to HCC.)

### ***FY05 Strategic Priorities***

President Altieri presented and discussed the strategic priorities for FY05, which are: (1) Complete Middle States Self Study and Further Improve the College's Outcomes Assessment Work, (2) Support and Promote New and Existing Programs of Study, (3) Update the Facilities Master Plan and Complete the Planning for the Renovation of the Career Programs Building, Including a Related Funding Study, (4) Implement Recruitment and Enrollment Management Improvements Utilizing Student Success and Market Assessment Models, (5) Review and Implement Master Class Schedule Improvements, (6) Staff Planning, Development and Evaluation, (7) Web and Web-Assisted Registration and Other Technology Improvements, (8) Strategic and Annual Planning, (9) Fully Implement the New Shared Governance Model and Further Improve the Campus Climate and Related Culture, (10) Marketing All Aspects of the College Mission, and (11) Strategic Partnership Projects: USM-Hagerstown Center, Area Universities, WCPS, and the WCHS's New Hospital. The Board endorsed the FY05 strategic priorities as presented.

### ***Suggested Agenda for November 7<sup>th</sup> Meeting with Maryland Legislative Delegation***

President Altieri presented and discussed the proposed agenda for the Trustees' annual meeting with the Maryland legislative delegation, scheduled for November 7, 2003, at 12 noon. At this time, six members of the delegation are confirmed attendees. The proposed agenda includes discussion of HCC's strong enrollment growth and budget realities, (2) review of the Cade funding formula and Mountain Maryland funds, (3) review of capital projects and state funding needs, (4) discussion of COMAR 16-302, which would give HCC leasing authority, and (5) discussion of the University System of Maryland, Hagerstown Center operational funding and model.

### ***Governance Proposal Update***

The proposed shared governance model was presented to the college community in an open forum on September 18<sup>th</sup>. President Altieri asked representatives from faculty, students, support staff, and administrators to share their impressions of the forum and the shared governance model.

Judy Kofoet, representing faculty, said that the faculty is committed to HCC and to providing quality education. She said that there is some uncertainty about how the current growth is occurring. Further, the shared governance model is a dynamic 12-month model, and while the college is moving in that direction, it is currently a 10-month institution. The model creates open

committees, and the faculty would like to have a single constituency group. Mike Harsh added that there are some curriculum issues, but the general feeling is not bad; it will just take time.

Tammy Strite reported that support staff is very supportive of the shared governance model and the open aspect of the design. This group feels they have not been involved in campus decisions since the dissolution of the support staff committee. They are optimistic that this governance model will correct the lack of follow through in resolving issues that often seemed to be a problem in the past. Ms. Strite has reminded all support staff that they need to take the time to be involved in the process.

Administrators, represented by Dean Barker, are very positive and pleased with the diverse groups of the governance model. They felt that some committees, however, could benefit from additional representation by support staff and/or students, if appropriate.

Melissa Arch, representing the students, said that initially students were concerned that the governance model might prevent their voice from being heard. After more discussion, however, they understand that decisions involving more than one department become a governance issue, rather than the decision of one campus group.

## **Monthly Reports**

### ***Financial Report***

In addition to the General Fund Revenue and Expense Report, the General Fund Summary, Auxiliary Accounts, Continuing Education, and a Progress Report of Capital Improvement Projects were included in the Financial Report this month.

Reviewing the General Fund Revenue and Expense Report, Dean Barker reported that total revenue is \$6.3 million, which is about 5% below FY03, reflecting the difference in the receipt of government appropriations. Comparison of credit revenue (\$2.8 million) to non-credit revenue (\$323,000) is about 12% greater than FY03. Contributing factors are the changes in truck driving and some allied health programs from non-credit to credit courses. Total expenditures are \$3.5 million, or about 1% below FY03. Revenue Over Expenses is \$2.8 million, or about 18% less than FY03, reflecting the timing of the county allocation.

Referencing the additional attachments, Dean Barker said that Food Service and Child Care are showing a loss, which is not unexpected, and MHEC is cutting FTE reimbursement to Continuing Education. Also, the cost for Employee Health Care Benefits appears to be about equal to FY03.

Mr. Reuter moved to accept the Financial Report as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

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

In Michael Seger's absence, Ms. Fonda Franklin presented the Personnel Report. Ms. Franklin noted that 18 new employees were being recommended for hire, and two internal employees were being recommended for transfer to new positions. Mr. Reuter moved to approve the Personnel Recommendations as submitted. Ms. Brooks seconded, and the motion was carried by unanimous vote.

### **Special Reports**

#### ***FY2003 Audit Report***

The Audit Committee, comprised of Mr. Wayne Alter, Chair, Mr. William Reuter, and Mr. Merle Elliott, met with the independent auditing firm of Wooden and Benson and reviewed the audit report for FY03 immediately prior to this regular meeting. On the basis of that meeting, the Audit Committee recommended that the Board accept the audit report as submitted. Mr. Reuter moved to approve; Ms. Cushwa seconded. The motion carried by unanimous vote.

#### ***Alumni Survey Instrument***

Ms. Macht discussed the Alumni Survey, which is administered by MHEC biennially. The first part assesses the attainment of educational goals by requesting feedback on before and after skills. The second section measures preparation for transfer, and the final sections asks for employment information. Employers can be surveyed as well, but only with the written permission of the employee. Seventy-five to 80% of employer respondents are affiliated with Health Sciences graduates.

#### ***Review of Board of Trustees Middle States Work***

President Altieri prefaced this discussion by saying that Middle States expects the Board of Trustees to be involved in the self-study process.

Dr. Dahbura is a member of the self-study committee responsible for chapter 6, which deals with governance, administration and institutional climate. Specifically focusing on the board are questions 4-9, which discuss board effectiveness, self-regulation and assessment. Dr. Dahbura said that several board self-assessment models have been reviewed, and all would be applicable. He strongly recommends that some form of self-assessment tool be adopted as part of the evaluation process.

Ms. Brooks is a member of the self-study committee responsible for Chapter 8, which deals with integrity, marketing and public relations. Ms. Brooks reported that the committee initially met to discuss and define terms, and is currently compiling survey and focus group questions. She asked for suggestions in identifying practices of the board that involve integrity, such as dealing with possible conflicts of interest.

### ***Fall Enrollment Update***

Ms. Drega reported that compared to last year at this time, total head count is up 13.7%, total credits and FTE are up 11.8%, and the number of new students is up 16.4%. Contributing factors for these strong numbers are the ESSENCE program, for which 181 students are registered; later starting sessions, which allowed 79 new students to register; and a slight decline in the numbers between September 2002 and October 2002, compared to the growth in 2003 for the same period. The conversion rate from applicants to registrants has improved to 61.3%, which is only 2.3% lower than last year. Overall, enrollment remains strong and is expected to continue increasing through early November.

### **New Business**

#### ***Tuition Rates for the Adult Basic Education Program***

President Altieri discussed the proposed tuition rates for the Adult Basic Education Program, grant monies for which HCC expects to receive. Proposed tuition rates are \$185 per student for a complete assessment for the External Diploma Program (EDP), and \$75 per student per semester for General Education Development (GED). Adult Basic Education (ABE) is required by law to be free.

Mr. Reuter moved to approve the tuition rates as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

#### ***Teacher Pay Rates for ABE/GED/EDP, ESL Non-Credit Course Offerings***

Proposed compensation for ABE/GED instructors and staff are \$27.50 per hour for instructors, \$27.50 per hour for Instructional Specialist position, \$11.72 and \$15.86 per hour for support positions, and \$23.50 per hour for EDP Advisor/Assessors. These figures, which are generally higher than the state standard, do not include compensation for planning. Compensation for scheduled teaching hours only matches HCC's current faculty pay model.

Mr. Reuter moved to approve the teacher pay rates for ABE/GED as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

#### ***Introduction of New Full Time Faculty***

President Altieri welcomed the new full time faculty to the HCC campus. Introduced by their immediate supervisors were Frances Cade, Carrie Hawbecker, David Karstaedt, Christopher Lewis, Karen Murray, Ellen Smith, Lori Spessard, Karen Weil-Yates, and Patricia Williams.

### **Adjournment**

There being no further business, discussion, or remarks, the meeting was adjourned by unanimous vote at 3:48 p.m.

A special meeting with the Maryland legislative delegation will be held on Friday, November 7, 2003, at 12 Noon in the College Center.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, November 18, 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