

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
November 18, 2003*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 18, 2003, in the College Center, Conference Rooms 1 and 2, beginning at 12:00 Noon. 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
Durrell Blake – Secretary, Student Government Association
James Feagin – Director, Library Services and Learning Technologies
Mike Harsh – Chair, Faculty Assembly
Ashley Michael – Member, Women’s Volleyball Team
Megan Miller – Member, Women’s Volleyball Team
Mandy Myers – Member, Women’s Volleyball Team
Barbara Roulette – Recording Secretary
Donna Rudy – Dean of Students
Michael Seger – Director, Human Resources
Julian Sidlowski – Dean of Academic Affairs
Phil Snodderly – Director, Facilities Management & Planning
Robert Solcon – Chief Deputy Engineer, Department of Public Works
Elizabeth Stull – Director, Public Information / Government Relations

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 12:15 PM.

Luncheon Discussion

Board members were introduced to three members of the Women's Volleyball Team, who recently competed in the NJCAA Division II Women's Volleyball National Championships. The team members in attendance were Ashley Michael, Megan Miller, and Mandy Myers. Congratulations to the women for taking HCC to national acclaim, and for winning 26 games this season.

MACC Workshop and Legislative Reception

Board members were apprised of the MACC workshop and legislative reception date of Monday, January 19, 2004, and asked to let Barbara Roulette know if they plan to attend.

Approval Of Minutes (October 14, 2003 Regular Meeting) (ACTION)

Mr. Reuter moved to approve the minutes for the October 14, 2003 Regular meeting as submitted. Mr. Alter seconded, and the motion was carried by unanimous vote.

Reports from Campus Groups

Faculty Assembly

Mr. Harsh said he is hopeful that the dialogue remains open between Board members and the faculty. Two of the most pressing issues are medical insurance for retirees and salary adjustments, which, he understands, are subject of a study.

"Death of a Salesman" is being performed by the Robinwood Players November 21st and 22nd; Board members are invited to attend.

SGA Report

SGA President, Ms. Melissa Arch, reported that the SGA plans to conduct a self-evaluation, focusing on providing a broad interest of activities, serving the College, and efficient budget management. Some future activities planned are Adopt a Family and Christmas caroling at nursing homes for the holidays, and Great American Smokeout and National Alzheimer's Disease observations in November. A new addition to the College Center is a daily trivia question.

SGA Secretary, Durrell Blake, reported that a special committee is working on revising the SGA constitution. The committee plans to obtain SGA approval of the revised constitution at their December 4th meeting. It will then be presented to the administration for review and comment before being shared with the Board at their January 20, 2004 meeting.

President's Report

Introduction of Holiday Card Contest Winners

The first annual holiday card contest was held this year. It was open to all currently enrolled credit and non-credit students. Ms. Wendy Knight won the second place prize of \$50, and Ms. Page Cary won the first place prize of \$100. Ms. Cary's design will also be used by the College as the official holiday card for 2003. Congratulations to both women for this achievement.

Suggested Agenda for November 16th Joint Meeting with the Foundation Board Executive Committee

A draft agenda for the November 16th joint meeting with the Foundation Board Executive Committee was reviewed. No revisions were suggested.

ABE-GED Written Notification

President Altieri noted that while the College had received unofficial verbal notification last month of receipt of the grant funds for the ABE-GED program for Washington County, official written notification had just been received. GED enrollments are expected to increase substantially. The Herald Mail is planning a feature story on the transition of the program to HCC, which should appear fairly soon.

Martin Luther King and Diversity Celebration on January 19, 2004

President Altieri discussed the creation of an ad hoc Martin Luther King Holiday Committee, which includes faculty, staff, and students. The committee is responsible for planning a series of activities to celebrate Martin Luther King's accomplishments and ideas, and to highlight the many values of diversity. It is hoped that some community agencies might be linked to campus activities, as well.

Monthly Reports

Financial Report (ACTION)

Referencing the General Fund Revenue and Expense Report, Dean Barker reported that the \$7.98 million total revenue is 44% of the projected budget, and is 3-1/2 % over FY03. This is attributable to the scheduled receipt of the county appropriations. Out of state tuition revenue is ahead of FY03 primarily because of an increase in enrollment and increased tuition. Non-credit tuition is behind FY03 because: (1) some non-credit courses were transitioned to credit courses, (2) some of the contract training is not on the same schedule as last year, and (3) there has been a significant decrease in interest in non-credit computer courses. Total revenue over expenses is \$2.99 million, or about 53% ahead of FY03.

Referencing the Operation of Auxiliary Enterprises Report, Dean Barker pointed out that Food Service, with a current loss of \$29,000, had been expected to be subsidized. Business in the Valley Eatery is picking up, however, and could reach break even. The Board suggested looking into endorsements, such as Coke or Pepsi, which have in the past contributed \$30,000 toward the scoreboard in the ARCC.

Ms. Brooks moved to accept the financial report as of October 31, 2003 as submitted. Mr. Alter seconded, and the motion carried with unanimous vote.

Personnel Recommendations (ACTION)

Mr. Seger reported that three full time regular, four part time regular, one part time non-credit instructor, and five part time credit instructors were recommended for hire, and one current employee received an internal transfer. It was noted that Ms. Snider's compensation in the Personnel Recommendation should read \$40 per hour.

Ms. Hetzer moved to approve the Personnel Recommendations with the noted correction, and Ms. Cushwa seconded. The motion was carried by unanimous vote.

Additional AFLAC Voluntary Benefits (ACTION)

Mr. Seger reviewed the Personal Cancer Protection Plan and Personal Recovery Plus, which are optional insurance coverage plans offered by AFLAC. These programs are of no additional cost to the College, and are available to any employees who elect to pay the premiums for this additional coverage.

Mr. Alter moved to approve the Additional AFLAC Voluntary Benefits as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Special Reports

Transfer of HCC Property as Proposed by the Washington County Commissioners

Mr. Robert Solcon, Chief Deputy Engineer with the Washington County Department of Public Works, discussed the land transfer proposed by the Washington County Commissioners. The County is currently negotiating to purchase a parcel of land to relocate/bypass Robinwood Drive. Part of the purchase price would be conveyance of a parcel of land currently owned by the College.

Mr. Solcon said the proposed bypass to Jefferson Boulevard would be four lanes with a median strip. The current route would not pass through any houses, but the biggest concern is the lack of existing sewer lines. The County is proposing to sever the current Robinwood link, and favors only limited road access to the new bypass. He emphasized that the proposal is in the planning stage, so many details have not yet been finalized.

The Board felt that additional discussion was required to determine what the College would gain in return for the land transfer, the cost/benefit analysis from a traffic standpoint, and how long the College would be without direct access. The Board agreed to take the proposal under advisement, and requested smaller copies of the land plans displayed at the meeting. They also agreed to hold a special meeting to address the land transfer, if warranted.

Request for Proposal to Select Independent Auditing Firm for FY05

Dean Barker discussed the proposal to issue an RFP to select an independent auditing firm for FY05. The College's current contract with Wooden and Benson has an option to renew for one year. Dean Barker recommends that the College do this for several reasons: (1) GASB39 now wraps the Foundation audit into the College audit, and the Foundation is audited by Wooden and Benson, and (2) retaining the same auditing firm would be beneficial to the Director of Accounting, who is relatively new to this position. It was agreed that the Audit Committee would meet for further discussion after the December 16th joint meeting with the Foundation Board Executive Committee.

New Business

Library Lost and Damaged Materials Fees (ACTION)

Library Director, Mr. James Feagin, explained the proposal to increase the fee for lost or damaged materials in the library from \$50 to \$65, beginning January 1, 2004. The fee has not been increased for some time, and the current average cost of materials is \$81. Mr. Feagin said this is not a deterrent fee, but is only intended to replace lost and damaged materials.

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

Proposed General Education Policy(ACTION)

Dean Sidlowski explained that this proposed General Education Policy has been constructed by the Dean of Academic Affairs, Academic Council, and faculty, and was recommended for approval by the faculty at October 2003 division meetings. The policy's purpose is to define the general education requirements for associates degrees, and provide minimum requirements and maximum guidelines. It also provides a framework for establishing outcomes assessments. President Altieri noted that the proposed General Education Policy, paragraph 2 under Definition, should include the A.A.T. degree.

Mr. Alter moved to approve the General Education Policy with the suggested revision. Ms. Brooks seconded, and the motion was carried by unanimous vote.

Adjournment

There being no further business, discussion, or remarks, the meeting was adjourned at 3:30 PM.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, December 16, 2003, at the Plaza Hotel, Chesapeake Room. A joint luncheon meeting with the Foundation Board Executive Committee is scheduled 12:00 Noon – 2:30 PM. Immediately following, a regular meeting of the trustees is scheduled, 2:30 – 3:30 PM.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr