

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
December 16, 2003*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 16, 2003, at the Plaza Hotel, Chesapeake Room, beginning at 2:30 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
William J. Reuter

Others

Melissa Arch – President, SGA
Anna Barker – Dean of Administration and Finance
Durrell Blake – Secretary, SGA
Barbara Roulette – Recording Secretary
Donna Rudy – Dean of Students
Michael Seger – Director, Human Resources
Joe Sidlowski – Dean of Academic Affairs
Elizabeth Stull – Director, Public Information / Government Relations
Spring Ward – Vice-Chair, Faculty Assembly

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 2:30 PM.

Approval of Minutes (November 18, 2003 Regular, and December 4, 2003 Special)
(ACTION)

Ms. Brooks moved to approve the November 18, 2003 regular meeting minutes and the December 4, 2003 special meeting minutes as submitted. Dr. Dahbura seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Ms. Ward reported that the faculty is busy completing final exams, and a number of faculty members have been coordinating activities on campus. The proposal from the Faculty, Load, Promotion and Tenure Committee was reviewed, and final recommendations will be finalized in January.

Student Government Association

Ms. Arch reported on SGA activities, which include adopting a family for Christmas, volunteering to gift wrap at the Valley Mall, and participating in Habitat for Humanity. The recent bloodmobile drive was a success, with 16 first time donors. Mr. Blake reported that the goals and major concept changes for the new SGA constitution have been agreed to by the SGA, and only the final wording needs to be worked out. The revised constitution would then be sent to the president and then to the board for final review and endorsement.

Monthly and Special Reports

Financial Report as of November 30, 2003 (ACTION)

Dean Barker discussed the financial report. Total revenues are \$9.7 million, which is essentially even with last year. Total expenditures are \$6.5 million, which is a little greater than 36% of that projected. Revenue over Expenses is \$3.1 million, which represents an 8% positive variance. Dean Barker pointed out that Continuing Education revenue is down due to several factors: (1) moving some non-credit courses to credit courses, (2) the market is changing, and (3) the state has changed the guidelines for fundable courses. The Board noted sizeable changes in some line items, and requested additional notes along with the financial report.

Dean Barker reported that Food Service is currently showing about a \$40,000 loss, and almost 50% of that is salaries. However, the food vending operation is showing a "profit" of about the same amount (\$40,000). The Board requested that they be provided more information on the total revenue and expenditure for the food services operations in the near future.

Ms. Cushwa moved to accept the financial report as of November 30, 2003 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Personnel Recommendations for December 2003 (ACTION)

Mr. Seger reported that 3 part-time regular employees and 10 part-time temporary employees are recommended for hire. In response to a Board inquiry, it was reported that the ratio of classes taught by full time faculty to those taught by part time faculty is roughly 65% to 35%, and has not changed significantly over the last 10 to 20 years.

Dr. Dahbura moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried unanimously.

President's Report

Governance Model (ACTION)

Ms. Macht pointed out that the highlighted sections in the Governance Model represent changes made since the last draft. The changes include: (1) adding a student services representative and a support staff representative to the Teaching and Learning Committee, (2) adding the Academic Standards, Assessment and Faculty Affairs Committee, (3) a few changes in wording in the description of the Curriculum Development and Review Committee, (4) provision for a single constituent group to hold closed meetings, (5) the addition of an appeal process, (6) annual Governance Council review, and (7) review and evaluation of the governance system in January 2005.

Committee membership should be finalized in January. Committees will take minutes to document their discussions. Recommendations for policy changes will be submitted to the Board for approval, while recommendations for procedural changes will be submitted to the President's Office.

The Board requested an update at the June board meeting, with some specific examples of issues resolved through shared governance, and examples of how these issues would have been resolved prior to the start of the shared governance system.

Ms. Brooks moved to approve the governance model as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Land Transfer Update

President Altieri said that Commissioner President Snook had told him that the county agreed to the stipulations outlined by the College in transferring the land that the County had requested. The College will receive a letter of confirmation in the near future, and it will be shared with the Board at the January meeting.

New Business

Approval of December Candidates for College Degrees and Certificates (ACTION)

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

Middle States Self Study Update

Ms. Macht reported that the self study is on schedule and on task, thanks to committed co-chairs of the numerous committees. The identity of the Middle States visitation team chair should be known by the end of January. The final draft of the self study is on schedule to be finished by late August, with the final copy ready to be mailed to Middle States in September.

Adjournment

There being no further business, discussion, or remarks, the regular meeting was adjourned at 3:45 PM.

The next regularly scheduled meeting will be held on Tuesday, January 20, 2004, in the College Center, Conference Rooms 1 & 2.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr