

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
January 20, 2004*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 20, 2004, at 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  
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  
Lori Drega – Director, Admissions, Records and Registration  
Durrell Blake – Secretary, SGA  
Scott Butki – Reporter, Herald Mail  
Fonda Franklin – Office Associate, Human Resources  
Mike Harsh – Chair, Faculty Assembly  
Barbara Macht – Director, Planning, Governance and Institutional Research  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean of Students  
Joe Sidlowski – Dean of Academic Affairs  
Elizabeth Stull – Director, Public Information / Government Relations

**Call To Order**

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 12:30 PM.

**Luncheon Discussion**

Chair Elliott proposed that HCC consider rejoining the ACCT (Association of Community College Trustees). President Altieri commented that the membership money is available in this year's budget and he felt it would be beneficial for the College to join ACCT.

In response to a question regarding the large proposed budget adjustment for Continuing Education, President Altieri explained that part of the reason for this adjustment is the move of

several non-credit courses to credit courses. Also, non-credit computer courses are not as popular, possibly due to market saturation. Some of these courses resulted in limited revenue because most of the fees went to the original agencies for curriculum materials. The state of Maryland also has been more aggressive in applying the criteria for reimbursable FTE for Continuing Education, which is reducing CE revenues statewide.

It was requested that the original budget numbers be retained in the budget reports, and the budget be reforecast in lieu of budget adjustments. That approach would allow comparisons to the original budget and evaluation of the budgeting changes.

President Altieri reported that the County CIP Committee invited the College to make a presentation. HCC had originally asked for about \$2 million per year for 2 years, but based on some informal feedback from county officials, it was felt that about \$1.6 million for each of 3 years beginning in FY05 was a more manageable figure. Renovations to the Career Programs Building would begin in May or June of 2005. The 60% state funding share of renovating the CPB projected to be received in 2006 and 2007 is expected to go smoothly.

Chair Elliott reported that Trustee Cushwa, who has been appointed to a new position in the state government, and may not continue as a member of the HCC board. The Board should be considering viable candidates for consideration should the need arise.

#### **Approval of Minutes (December 16, 2003 Joint and Regular) (ACTION)**

Mr. Reuter moved to approve the December 16, 2003 joint meeting and regular meeting minutes as submitted. Ms. Brooks seconded, and the motion carried unanimously.

#### **Report from Campus Groups**

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

Mr. Harsh reported that the Martin Luther King Jr. / Diversity celebration had a turnout of about 200, with faculty, students and staff working together to organize this successful event. He also reported that the Faculty Assembly is working closely with the president to resolve several important issues.

##### ***Student Government Association***

Ms. Arch reported that the SGA is settling into the new semester and looking toward the upcoming elections, for which there seems to be interest. They are trying some new things, such as karaoke and a mystery dinner theater. Welcome Back Week was well received by the students. Student Advocacy Day in Annapolis will be attended by Durrell Blake.

## **President's Report**

### ***Martin Luther King Jr. / Diversity Celebration***

President Altieri congratulated the committee for the outstanding success of this first event, which set a standard to be equaled or surpassed in subsequent years. With approximately 200 attendees, it was essentially standing room only in the College Center. Attendees were asked to complete evaluations; of the 50 returned, 42 were very positive, and provide valuable feedback for next year's planning committee.

### ***Land Transfer Letter from the Board of County Commissioners***

President Altieri reported that the College received a letter from the Board of County Commissioners confirming the seven contingencies upon which the requested transfer of land to the County hinged.

### ***Middle States Update***

President Altieri reported that Dr. Ed Yaw has been selected as HCC's Team Chair. Once Dr. Yaw has received formal notification, Dr. Altieri will contact him to confirm team visit dates, and discuss the composition of the team from HCC's perspective. Team membership consists of a minimum of 7 and a maximum of 9.

### ***Capital Campaign***

The leadership of the Foundation is supportive of the proposed "It Takes Two" campaign. Organization of the campaign would begin next year, with the launch scheduled for 2006. Although the Foundation has not yet taken formal action to support the campaign, it is felt they will do so.

On a parallel note, the Ben Jones art show was tremendously successful, with net donations of \$27,000.

## **Monthly and Special Reports**

### ***Financial Report as of December 31, 2003 (ACTION)***

Dean Barker discussed the financial report. Total revenues are \$11.6 million, which is 65% of the projected budget. Total expenditures are \$7.9 million, which is about 44% of that projected, and 2% less than last year. Referencing the Institutional Support Expenditures, Dean Barker explained the following variances: (1) the \$41,000 variance in Salaries and Wages is due in large part to the retirement incentive plan, (2) the \$20,000 variance in Contracted Services is largely contributed to the addition of Datatel licenses to support web registration, and (3) the \$17,800 variance in Fixed Expenses reflects increased insurance premiums. Referencing Plant Operations and Maintenance Expenditures, Dean Barker pointed out that the greater than

\$64,000 variance is due to major repairs to the boiler system and replacement of heat exchangers in the ARCC. Total Revenue over Expenses is \$3.7 million, which represents a 9.3% positive variance.

Following up a previous board discussion regarding the campus vending machines, Dean Barker reported that the commission on Coke and Pepsi is 39% and 35%, respectively, and the commission on Lance is 42%. Reviewing the auxiliary financial reports, Dean Barker explained that while the bookstore is showing a loss of \$37,000, that could be attributed to an inventory of textbooks for late start semesters. Students have not purchased supplies for those courses yet. Turning to the financial report for Food Service, Dean Barker pointed out that the \$39,500 loss is contributable to the following: (1) \$2,000 start up fee for the catering service, (2) 6 current regular staff, and (3) purchase of cleaning supplies for the extensive cleaning necessary to reopen the Valley Eatery.

Mr. Alter moved to accept the financial report as of December 31, 2003 as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote.

#### ***Personnel Recommendations for December 2003 (ACTION)***

Ms. Franklin reported that the following positions are recommended for hire: four full-time regular, one full-time temporary, fifteen part-time temporary, and eight part-time credit instructors. She pointed out that 13 of the 15 part-time temporary positions are ABE/GED-related, and the full-time temporary position is an interim replacement for the position vacated by the resignation of Jamie Shyda, Coordinator for Student Activities. Most of the recommendations are replacements for existing positions. In follow up discussion it was reported that the ABE/GED program is expected to break even, and the Board requested that future personnel reports indicate replacements and/or new positions.

Mr. Reuter moved to approve the personnel recommendations as submitted. Ms. Hetzer seconded, and the motion carried unanimously.

#### ***Preliminary Spring 2004 Enrollment Report***

Director Drega reported that overall headcount has increased by 12.2% over last year, and credit hours and total FTE have increased by 11.8%. Additional gains attributed to the later starting courses are expected through March. Returning students, which includes continuing students as well as re-admits, is up 15.3%, and first time applicants are up 24.1%. ESSENCE numbers are expected to increase with dual enrollment registrations in the next several weeks. Minority enrollment is up 29.8%, and further study of the data will be conducted to accurately identify the specific programs and/or factors responsible for this welcome trend.

#### ***Planning Class Schedule Improvements for FY05***

Dean Sidlowski discussed the improvements planned for the master schedule. Student-centered changes include: (1) the combined credit/non-credit schedule, which will be published 5 times

per year; (2) standardization of class times; (3) three 15-week semesters with 10-week, 7.5-week, and 5-week compressed and accelerated offerings; (4) variety of delivery modes, including distance education, traditional lecture, video, tutorial, independent study, satellite locations, and dual enrollment; and (5) choices in credentialing, including portfolio assessment, externship, internship, project based, and credit by evaluation.

He discussed some of the challenges, which include stabilizing class cancellation ratios to 5%-10%, accessibility to career ladders, some hesitancy of the faculty in trying new formats, such as scheduling more classes and labs on weekends, and short turnaround time between semesters. Goals for continued improvement are data-driven changes for building the schedule, increased utilization of computer labs and smart classrooms, increased correlation of class size with room capacity, student demand class scheduling vs. faculty preference, and integration of GED with the credit schedule.

### ***Proposed Budget Adjustments (ACTION)***

Dean Barker discussed the proposed budget adjustments for FY04, highlighting some of the major points. In discussing the request to reduce the Continuing Education Revenue by \$503,684, Dean Barker offered possible explanations for this decline: (1) moving a number of courses from non-credit to credit, (2) the Business and Industry Coordinator position was vacant for a time, possibly contributing to the decline in enrollments in those courses, (3) the Con Ed schedule was received later than customary, and (4) perhaps the market is changing, and the College needs a different marketing strategy. A reduction of \$48,000 in Interest Income, attributable to stock market fluctuations, was also requested.

Total requested budget revisions and distribution of designated/discretionary funds were \$449,304 Revenue Reduction with a corresponding Expenditure Reallocation, distribution of designated fund for Enrollment Increases / Program Development (\$250,000), distribution of designated fund for New Programs and Initiatives (\$170,000), and distribution of designated fund for General Contingency (\$25,925), which included \$15,500 for new telephones in the Administration Building to replace old technology.

Mr. Alter moved to approve the proposed budget adjustments as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Mr. Alter restated his request to Dean Barker to retain the original budget for reference, and reforecast the budget instead of making budget revisions.

### **Old Business**

#### ***Enrollment and Budget Projections FY05 to FY10***

Dean Barker reviewed the enrollment and budget projections FY05 to FY10. The County allocation is projected at a 6% to 8% increase of operating funds annually through FY10. The

board felt an 8% increase might be unrealistic, but a 6% increase for FY05 would be a reasonable request.

***HCC Operating Budget Request from the County for FY05 (ACTION)***

Mr. Alter moved to approve the request to the County for a 6% increase in operating funds for FY05. Ms. Brooks seconded, and the motion carried by unanimous vote.

**New Business**

***Review Capital Funding Requests from the County***

President Altieri reported that he, Dean Barker, and Phil Snodderly had an opportunity to make a presentation to the Washington County CIP Committee on January 12<sup>th</sup>. In that meeting, they discussed the College's increased enrollment growth, capital projects needs through FY10, and county and state funding comparisons to other Maryland education institutions. HCC also discussed with county officials spreading the local share of the renovation cost of the CPB over three fiscal years, '05, '06, and '07. This would be a request for about \$1.6 million in each year. The CIP Committee invited HCC to make a similar presentation to the County Commissioners in February, which is a good opportunity and a positive step.

***Academic Calendar 2004-2005 / Holiday Calendar 2004-2005 (ACTION)***

Dr. Dahbura moved to approve the Academic Calendar for 2004-2005 and the Holiday Calendar for 2004-2005 as submitted. Ms. Brooks approved, and the motion carried by unanimous vote.

**Adjournment**

There being no further business, discussion, or remarks, the regular meeting was adjourned at 3:15 PM.

The next regularly scheduled meeting will be held on Tuesday, February 17, 2004, in the College Center, Conference Rooms 1 & 2.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr