

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
February 17, 2004*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 17, 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
Patricia K. Cushwa
Anton T. Dahbura
Merle S. Elliott, Chair
Margaret E. Hetzer
William J. Reuter

Others

Anna Barker – Dean of Administration and Finance
Durrell Blake – Secretary, SGA
Tom Clemens – Professor, History and Political Science
Mike Harsh – Chair, Faculty Assembly
Judy Kofoet – Professor, Clinical Coordinator/Radiography
Barbara Macht – Director, Planning, Governance and Institutional Research
Barbara Roulette – Recording Secretary
Donna Rudy – Dean of Students
Michael Seger – Director, Human Resources
Joe Sidlowski – Dean of Academic Affairs
Phil Snodderly – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations
Spring Ward – Vice-Chair, Faculty Assembly
David Warner – Director of Instruction

The meeting began at 12:05 PM.

Luncheon Discussion

Review of the First Draft of the Self Study Chapter on Governance, Administration, and Institutional Climate

Committee co-chairs Dave Warner and Judy Kofoet reported that their committee began its study with 30-35 questions to be answered. Much of the history included in this chapter was taken

from the 1992 self study and the College's 1996 response. During discussions, various board members made the following observations: (1) the overall tone of the chapter seems to give a negative impression, (2) the collective bargaining section seems to read as a report within a report, and tends to give the impression that this topic dominates all aspects of the college, (3) take exception to the statement that faculty members were not included in the initial presidential search committee, as stated on page 16. Co-chairs Kofoet and Warner expressed appreciation for this input. They said they would correct any discrepancies in facts and remove the negative tone, which had not been intentional.

President Altieri mentioned that most, if not all, of the Middle States team members will likely be associated with unionized colleges, and it is important for them to understand how collective bargaining is handled in Maryland and at HCC.

Trustee Dahbura serves as the board liaison for this committee. He distributed a board evaluation survey to all trustees, requesting that completed surveys be returned to him by the end of February for compilation. A summary of the results will be reviewed by the board prior to inclusion in this self study chapter.

Curriculum Partnerships with International Masonry Institute

President Altieri reported on a meeting that was held with the International Masonry Institute to explore possible curriculum partnerships. Potential certificate or degree joint programs that were discussed include construction supervision, industrial training for apprentice instructors, and journeyman general studies. On line courses and interactive telecourses could be major delivery vehicles. Preliminary discussions were positive, with additional discussions planned.

Approval of Minutes (January 20, 2004) (ACTION)

Mr. Alter asked that the January 20, 2004 minutes be amended to include his name in the list of attendees. Dr. Dahbura moved to approve the January 20, 2004 regular meeting minutes as amended. Mr. Alter seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Professor Harsh mentioned that the Faculty Assembly is very proud of Dr. Warner's appointment as Director of the University System of Maryland Hagerstown Center, noting that he began his career as a part time faculty member.

As a result of self-study research, a campus-wide survey regarding collective bargaining was conducted. Professor Harsh requested access to the results of that survey, to which President Altieri concurred.

Chair Elliott is scheduled to meet with the Faculty Assembly April 15, 2004.

Student Government Association

Secretary Blake discussed the following SGA activities: (1) preparation of lunches for the REACH shelter on February 24 and February 26; (2) SGA officer elections will be held the first week of March; (3) Springfest, which will be held April 21st from 11:00 AM – 6:00 PM; and (4) work will resume in the SGA garden in April.

Mr. Blake thanked President Altieri for meeting with him to discuss various issues and strategies for improving communication.

President's Report

ARC Grant

President Altieri reported that the Appalachian Region Commission (ARC) has made available a \$40,000 grant for the JTI program. This \$40,000 could be used for further development of the data bases, and additional promotion and marketing of the program. ARC would like JTI to be a model for Allegany and Garrett community colleges.

Merle S. Elliott Tribute

The Merle S. Elliott Tribute will be held on April 2nd in the ARCC. Thanks to Chair Elliott for agreeing to be toasted at this event.

University System of Maryland Hagerstown Center Director's Appointment

President Altieri commented that Dr. Warner's appointment as Director of the University System of Maryland Hagerstown Center is good news, in that it will cement the opportunities and possibilities between the two institutions. An interim Director of Instruction will be appointed, and a full search will be conducted for a permanent replacement.

County Capital Improvements Projects Meeting

Informally, the county has indicated it is likely that they will fund HCC's capital improvements projects for '05, '06 and '07. Dean Barker, Phil Snodderly, and President Altieri are scheduled to give a brief presentation to the county regarding capital improvements on Tuesday, February 24, 2004 at 1:15 PM.

Proposed Agenda for Joint Meeting with County Commissioners March 16, 2004

In addition to discussion of topics on the proposed agenda for the March 16th joint meeting with the County Commissioners, President Altieri is considering including students from the JTI and ESSENCE programs to provide a broader perspective.

Ad Hoc Salary and Benefits Research Committee

Director of Human Resources, Michael Seger, is chair of the Ad Hoc Salary and Benefits Research Committee, which serves as an advisory group to the president's office. The committee, which includes administrators, faculty, and support staff, was charged to work objectively as one cohesive unit without bias.

Mr. Seger said that the primary focus of this committee is to research salary ranges for administrators, faculty and support staff at cohort institutions, but it will look at benefits, also. Even though a traditional salary study can be quite lengthy, the committee has access to pertinent data that were collected by Howard Community College and CUPA-HR. To facilitate cooperation from those surveyed, Mr. Seger said the form to be distributed will be designed so that it can be completed in 20 minutes.

Monthly and Special Reports

Financial Report as of January 31, 2004 (ACTION)

Dean Barker reported that total revenues are \$12.35 million, which is a little more than 70% of the projected budget, and slightly ahead of FY03. Total expenditures are \$9.2 million, or about 52.6% of the proposed budget. Total revenue over expenses is \$3.1 million, resulting in a 2.93% favorable variance. Reporting on the auxiliary services, Dean Barker reported that even though Child Care and Food Service continue to show a revenue loss, total revenue for auxiliary services is about \$188,000.

Mr. Reuter moved to accept the financial report as of January 31, 2004 as submitted. Mr. Alter seconded, and the motion was carried by unanimous vote.

Personnel Recommendations for February 2004 (ACTION)

Director Seger explained that the Maryland State Board of Nursing requires a minimum instructor/student ratio, which HCC's program did not satisfy. A further requirement is that instructors must have masters' degrees. In order to satisfy these two requirements in the most cost effective manner, it was decided to hire two half-time instructors. President Altieri pointed out that the nursing program has expanded from approximately 60 students to about 180, and one of the biggest challenges has been securing properly credentialed faculty.

Ms. Cushwa moved to approve the personnel recommendations for February 2004 as submitted. Ms. Brooks seconded, and the motion was carried by unanimous vote.

Spring 2004 Enrollment Report

Dean Rudy reported that total head count and FTE is up approximately 14% over last year. She feels this trend is attributable to a flexible schedule, which provides 9 starting points per year and some non-traditional hours of operation for registration. The average credit load is down

slightly, possibly attributable to an increase in ESSENCE program students, who generally carry 3-6 credits per semester. Several strategies have been discussed to improve the application to registration conversion rate.

President Altieri commended faculty for absorbing the enrollment increases, but pointed out that capacity is becoming a critical issue. For example, the science labs are nearly maxed out, and some Saturday and Sunday classes are being considered for next fall's schedule to address this constraint.

Old Business

Auditor Contract for FY04 Financial Statements (ACTION)

Dean Barker recapped that, as the result of an RFP conducted in March 2001, Wooden & Benson had been awarded a contract for auditing services. The duration of the original contract was three years, with an option for one-year renewals for each of three consecutive years. The initial three year agreement has terminated. Effective January 1, 2004 Wooden and Benson merged with Clifton Gunderson LLP, but there has been no evidence that the College would experience a change in account personnel. Mr. Alter said that the Audit Committee had met and concurs with the dean's recommendation that the contract with Clifton and Gunderson, formerly Wooden & Benson, be renewed for one year, with services ending June 30, 2004 and the cost of services not to exceed \$24,700.

Mr. Alter moved to approve the recommendation as submitted. Ms. Hetzer seconded, and the motion was carried by unanimous vote.

New Business

Student and Community Fee Schedule for FY05 (ACTION)

Dean Barker discussed the recommended Student and Community Fee Schedule for FY05, noting that the recommended changes are based on college and outside surveys, required specialized equipment/software, program expenditures, and the financial condition of the College. A December 2003 MACC survey revealed that system-wide, the average student fees, defined as consolidated, registration, student, technology and activity, were \$11.00 compared to HCC's \$6.00. The recommended increase in General Fee and Registration Fee would bring HCC fees to \$9.50, impacting the budget by about \$200,000 - \$300,000. Dean Barker pointed out that most fees are cost recovery only, with no profit gain.

Mr. Alter moved to approve the recommended changes to the Student and Community Fee Schedule for FY05 as submitted. Mr. Reuter seconded, and the motion was carried by unanimous vote.

Review First Draft Outline of Plan & Budget for FY05

Director Macht reviewed the first draft outline of the plan and budget for FY05. She noted that the budget process involved more than 60 meetings with the various departments on campus, culminating in 3 days of retreat for the executive staff. She emphasized that this draft is preliminary, as there are still many unknowns, such as the state and county contributions. The current draft is based on 5-6% tuition increase, but similar data from other community colleges will be gathered prior to making a formal request to the board.

Dean Barker discussed the preliminary budget projections for FY05, which is \$18.9 million. She pointed out that the Washington County revenue of \$5.2 million includes an anticipated 6% increase in operating funds. Salaries and Benefits expenditures of \$14.3 million includes the increases to insurance benefits.

President Altieri discussed the function of the proposed Opportunity Fund of \$100,000. This would be funded by implementing a 6% tuition increase, and using 1% of those funds to provide financial assistance for those students who cannot afford the increase. This fund could be used to assist those students who are gapped by more traditional financial aid programs. The fund would be administered through Admissions in close coordination with Financial Aid and the College Foundation financial support programs.

Several board members requested review of the written guidelines for the Opportunity Fund. Dean Barker also agreed to provide a summary of college tuition increases throughout the region.

Faculty Load, Promotion and Tenure Committee (FLPTC) Report

Board members agreed that action on this agenda item would be deferred to another meeting so they might better understand all facets of the proposal.

President Altieri read for the record a memorandum signed by nine members of the Science faculty who disagree with the committee's recommendation regarding the compensation for courses in which the number of contact hours exceeds the number of course credits. Dean Sidlowski said that no other group has voiced opposition to the proposed load multiplier of .75.

Dean Sidlowski and Professor Clemens, co-chairs of the FLPTC committee, discussed the committee and its report. The FLPTC committee was formed last year; its membership consists of 6 faculty members representing each academic division and 3 administrators, in addition to the aforementioned co-chairs. Dean Sidlowski pointed out that the recommendations of the committee were supported by a majority of the committee.

Faculty load recommendation is based on a 40 hour work week, consisting of 75% teaching and learning, 15% college and community service, and 10% professional development. The traditional full-time teaching load is fifteen credit hour equivalents per semester, which would

equate to five 3-credit courses for most faculty. Normally load multipliers are used for laboratory and clinical instruction, since clock hours of instruction are greater than credit hours. Most Maryland community colleges use a multiplier of .75, and after careful consideration of a range of options from .5 to 1.0, the committee recommends using a .75 multiplier for load calculation. These calculations will result in fractions of credit hours; therefore, it is the recommendation of the committee that 14 – 15 credit hours not be considered an underload, and 15 – 16 credit hours not be compensated as overload.

HCC's current minimum length of time to reach the rank of full professor is a total of 13 years, which is the longest tenure track of other Maryland schools, except one. The committee recommends a minimum of 11 years. Further, faculty members' eligibility for promotion/tenure would be based on experience, student evaluations, college and community service, and professional development.

Student evaluation surveys are normally conducted by a third party, who administers the survey at the end of a normal class period, in the absence of the instructor. President Altieri said it has been documented that students' evaluations are not influenced by the instructors' popularity or ease in grading.

Board members commended the hard work of the members of the Committee and look forward to more in-depth discussion at a later meeting.

Renovations Updates

Mr. Snodderly reported that the Administration Building renovations are in the final stages. The cost of paneling for the board room has been reduced to \$19,000, which is fully funded. Thirty RFPs have been received for architects for renovations to the Career Programs Building. The Valley Mall center is scheduled to be finished February 19th or 20th, and two new x-ray labs have been completed for Rad Tech.

Adjournment

There being no further business, discussion, or remarks, the regular meeting was adjourned at 3:34 PM.

The next regularly scheduled meeting will be a joint meeting with the County Commissioners on Tuesday, March 16, in the College Center, Conference Rooms 1 & 2, beginning at 12:00 noon. A regular meeting will immediately follow adjournment of the joint meeting, beginning at approximately 2:00 PM.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary