

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
March 16, 2004*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 16, 2004, at the College Center, Conference Rooms 1 and 2, beginning at 2:00 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, SGA
Anna Barker – Dean of Administration and Finance
Durrell Blake – Secretary, SGA
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
Elizabeth Stull – Director, Public Information / Government Relations
Spring Ward – Chair, Faculty Assembly

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 2:18 PM.

Email Viruses

Dean Barker reported that the IT department recently tested a software package that blocks virus-generated emails from entering the server. Over several days, it blocked over 4,000 of these junk emails. The College plans to purchase the software.

Approval of Minutes (February 17, 2004) (ACTION)

Mr. Reuter moved to approve the February 17, 2004 regular meeting minutes as submitted. Ms. Brooks seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Spring Ward has assumed the position of Faculty Assembly Chair with the appointment of Professor Harsh to interim Director of Instruction.

Assistant Professor Ward said that the faculty is busy resuming normal schedules following spring break.

Elections for Chair and Vice Chair for Faculty Assembly are to be held on Thursday, March 18.

Student Government Association

Ms. Arch reported that SGA elections are underway. Students may vote in person or on line. The SGA leadership will attend a retreat at Deep Creek Lake May 10 – May 12. The purpose of the retreat is to allow the newly elected officers to interact as a group and become familiar with SGA issues.

Upcoming SGA events are: (1) Mystery Dinner Theater, (2) Walk for MS at Antietam Battlefield, (3) SpringFest celebration on April 21st, and (4) work in the SGA gardens.

President's Report

Governance Committee Training

The President reported that training for the governance committee members is scheduled for Thursday, March 25, 2004. There are eight committees in addition to the Governance Council.

Institutional Climate Survey

President Altieri reported that this is the second consecutive year that a climate survey has been conducted. Results of the survey were shared campus-wide, and all written comments were included without edit. He was pleased with the results, especially regarding student-centeredness and innovation. Five or six decisions over the past year fueled many of the negative comments.

Ms. Macht said that the comments were overall more positive than last year. Even though only 50% of employees responded, it is higher than the average response rate of 25% for most employee surveys.

Process for Architect Selection for Career Programs Building

President Altieri said that the Screening Committee (David Bittorf, Jim Cannon, Linda Carl, Jim Hassinger, and Phil Snodderly) is screening down the number of applicants from the original 29 to 3 to 5 finalists. The Selection Committee (Wayne Alter, Guy Altieri, Merle Elliott, and Phil Snodderly) will interview the finalists on April 5, 2004, and make a final selection for recommendation to the Board at its April 20th meeting.

Monthly and Special Reports

Personnel Recommendations for March 2004 (ACTION)

Mr. Seger reported that one part-time regular and eight part-time adjunct credit instructors are recommended for hire. Professor Harsh is recommended to be named interim Director of Instruction until a permanent replacement has been hired.

Mr. Alter moved to approve the Personnel Recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of February 29, 2004 (ACTION)

Dean Barker discussed the Revenue and Expense Report as of February 29, 2004. Total revenue is \$14.1 million, which is 80.5% of the projected budget and a 4.32% positive variance. The \$748,000 positive variance in Government Appropriations is due to the payment schedule of the county appropriations. Total Expenditures are \$10.67 million, which is 61% of the projected budget, or about 1% more than FY03. This \$215,000 difference is due primarily to health insurance, equipment, and minor construction. Revenue Over Expenses is \$3.4 million.

Ms. Cushwa moved to accept the Financial Report as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Old Business

Review Draft of FY05 Plan and Operating Budget

Dean Barker said that the FY05 draft budget has been constructed based on the following assumptions: (1) 10% increase in enrollments, (2) 4% increase in State allocations, (3) 6% increase in County allocations, and (4) a 5-6% increase in tuition.

Child Care and Food Service are projected losses for FY05, but not as great as FY04. Dean Barker pointed out that despite this projected loss, all four auxiliary services do balance. A separate report on Food Service can be provided. The Board said that in order to maintain on-campus food service, break-even for this auxiliary service would be acceptable.

Opportunity Fund

President Altieri said that it is projected that in its first year, the Opportunity Fund would have about \$60,000 to use to support tuition scholarships. The proposed Opportunity Fund, which would be created from 1% of the credit tuition revenue each fiscal year, would provide financial support for students who do not qualify for financial aid through traditional channels. This concept is a growing trend, with 25% - 35% of community colleges offering similar scholarship programs. The program would be administered by Dean Rudy and the Office of Admissions.

Mr. Alter moved to approve the Opportunity Fund as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Faculty Load, Promotion and Tenure

The Faculty Load, Promotion, and Tenure Policy recommended to the Board for approval was the same as presented and discussed at the Board meeting February 17, 2004. Discussion ensued regarding non-substantive changes to formatting and language. Assistant Professor Ward said that the policy could be a little misleading, in that it could be perceived to suggest that some faculty work less than 40 hours per week, which is rarely the case. Trustee Reuter expressed appreciation for this clarification and additional information, and his hopes that this type of open communication would continue in the future.

Mr. Alter moved to approve the Faculty Load, Promotion, and Tenure Policy with the non-substantive revisions suggested. Ms. Cushwa seconded, and the motion carried by unanimous vote. (The Faculty Load Promotion and Tenure policy, with recommended revisions, is attached to these minutes.)

Remarks from Trustees

Trustee Dahbura said that all Board Evaluation Surveys have been completed and returned to him. The consensus is one of overall satisfaction, with possible areas of improvement in fund raising, risk management, and the process for nominating new board members. He will summarize the results for the next board meeting.

Adjournment

There being no further business, discussion, or remarks, the regular meeting was adjourned at 3:59 PM.

The next regularly scheduled meeting will be held on Tuesday, April 20, 2004 at the College Center, Conference Rooms 1 & 2, or the Board Room in the newly renovated Administration and Student Affairs (ASA) Building, pending readiness of the facility.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr