

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
April 20, 2004***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 20, 2004, in the Administration and Student Affairs Building Board Room, 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
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
Vaughn Crowl – Professor, Psychology
Joe Fox – President-Elect, SGA
Barbara Macht – Director, Planning, Governance and Institutional Research
Suzannah Moran – Instructor, Geography / Sociology / Anthropology
Judy Peisen – Chair, Science / Mathematics / Engineering
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 12:25 PM.

Luncheon Discussion

President Altieri said that the College is scheduled to receive a 3% increase in state funding for the operating budget for FY05, but there is a possibility that there will be a special legislative session this year, and there are many rumors of potential state cuts. However, the Governor has reportedly stated that higher education will be protected from additional cuts, but the College

should be prepared for any contingency. In addition, it has been reported that the administration is considering eliminating the annual state funding of fringe benefits for community college employees, which would present a great financial burden for the College.

President Altieri summarized some of the major Maryland General Assembly legislation that affected community colleges. HB1188, which would have capped tuition, died. HB8, which includes HCC and Wor-Wic in the list of fourteen community colleges that have the authority to borrow money and to incur debt for equipment purchases, passed both houses. HB641 repealed the sunset provision on the Mountain Maryland state grant money that is currently received by Garrett College and Allegany College. HCC withdrew petition to be included in this grant so as not to jeopardize the funding for these two colleges.

Chair Elliott reported that he attended a Faculty Assembly meeting and fielded questions that dealt primarily with trust. He felt those questions were prompted by the discussion about FLPTC at the March board meeting.

Upon recommendation that the board adjourn to closed session to discuss personnel issues, Mr. Reuter made the motion, Mr. Alter seconded, and the motion was carried by unanimous vote. The regular meeting was adjourned at 12:45 PM.

Following adjournment of the closed session, the regular meeting was re-convened by Chair Elliott at 1:34 PM.

Approval of Minutes (March 16, 2004 Joint and Regular, April 13, 2004 Special)
(ACTION)

Mr. Reuter moved to approve the March 16, 2004 joint and regular meeting minutes and the April 13, 2004 special meeting minutes as submitted. Mr. Alter seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Ms. Ward thanked Chair Elliott for attending the Faculty Assembly, and said that she felt it had been a fair and honest exchange of ideas. The Assembly is hoping to host a social activity in the Fall.

Ms. Ward turned this portion of the meeting over to Suzannah Moran, who coordinated the Faculty Mentoring program this past year. Ms. Moran explained that each new full time and adjunct faculty member was paired with a senior faculty member in the same division, whenever possible. Following the kick-off scavenger hunt, one-on-one meetings were encouraged for new faculty members to discuss any lingering issues or problems. The program received positive feedback from both new and participating senior faculty, and it is hoped there will be sufficient funding to continue this program.

Student Government Association

Ms. Arch reported that the SGA's participation in the MS Walk on April 17th raised more than \$200, the SGA Officers retreat is scheduled for May 10th – 12th at Deep Creek Lake, and the SGA voted to conduct evaluations of SGA officers. Ms. Arch introduced Mr. Joe Fox, who is the president-elect. Mr. Fox is a graduate of Smithsburg High School and a freshman. He said one of the SGA's goals is to provide students with campus activities and encourage participation, which has improved in the last several years.

President's Report

President Altieri reviewed the College's May events, and asked that the trustees let his office know which events they will and will not be attending. He said that 360 students will be graduating, which is 20 more than last year. He expects about 200 to attend the graduation ceremony.

The annual Alumni Flower and Garden Show was attended by 4,800 people and netted a profit of \$40,000. The Elliott Tribute was a resounding success with a net profit of \$83,000, which will fund three, possibly four scholarships.

Professor Vaughn Crawl discussed Student Leadership Hagerstown, which was begun in FY03 to facilitate a smooth transition from high school to college and teach leadership skills. The format follows that of Leadership Hagerstown, meeting once a month from September through May. Each of the eight county high schools send their Student Council Presidents and class presidents, if interested, and the College selects ten leaders from student government and campus organizations, totaling 26 in the class. Each selected student receives 2 college credits in Leadership Development upon completion. Leadership Hagerstown and Hagerstown Community College jointly fund this program, with additional funds from various community organizations helping to cover the cost of tuition and books.

Monthly and Special Reports

Personnel Recommendations for April 2004 (ACTION)

Mr. Seger said that one part-time adjunct instructor is recommended for hire. Mr. Reuter moved to approve the Personnel Recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of March 31, 2004 (ACTION)

Dean Barker reported that total revenue for the reporting period is \$14.7 million, which is 84% of projections and 1.5% ahead of FY03. All of the county allocations have been received and the final state allocation was received in early April. Total expenditures are \$12.2 million or 69.7% of the projected budget. Revenue over expense is \$2.5 million, which is just about even with

FY03. In auxiliary services, both the bookstore and Technical Innovation Center have an income surplus of \$78,800 and \$35,500 respectively. Even though Food Service and Child Care are showing income losses, auxiliary services as a whole will not have an overall deficit

Mr. Reuter moved to accept the financial report as of March 31, 2004 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Staff Benefits Updates

Mr. Seger reported that the College's medical coverage currently uses the Alliance network, but the College needs to consider making a change to Community Health Plan (CHP) network, whose local affiliate is Tri-State Health Partners (TSHP). TSHP is a network of local physicians and services, which places a large percentage of employees within 20 miles of a participating physician.

Mr. Seger introduced Mr. Ned Dukehart of InforMed Health Plan Management Services. Mr. Dukehart explained that this medical plan also includes wrap around coverage with major medical facilities, such as Johns Hopkins and University of Maryland Medical Center. In addition to the TSHP local network, InforMed offers medical management services, such as reports that predict and identify high claimants, and estimates an ultimate cost savings to the College of approximately \$4,500. Mr. Seger said that InforMed offers more solid trend data and more effective management of overall and long term cost. This topic will be brought for action at the May 25, 2004 board meeting. Mr. Reuter and Mr. Alter, citing membership on the Washington County Health System board of directors, said they could not participate in discussion or vote on this issue for reasons of conflict of interest.

Student Credit Tuition for FY05

Dean Barker conducted a tuition increase survey of Maryland community colleges. Eleven of the sixteen colleges reported increasing tuition for FY05. President Altieri pointed out that those colleges whose percentage of increase is less than the College's proposed 6%, receive a higher percentage of support from their counties. Current levels of county and state support for FY05 are slated to be increased by 6% and 5% respectively, but the state appropriation especially could be reduced. President Altieri said that 70% of the College's students receive some type of financial aid through scholarships, Pell grants, employer support, or reduced tuition through the ESSENCE program. In addition, the newly created Opportunity Fund will help to offset the proposed tuition increase for those who cannot afford to pay more. Dean Barker pointed out that the FY05 operating budget has been predicated upon a 3-4% increase in salaries, 15% increase to health benefit costs, and 6% increase in credit tuition. The proposed 6% credit tuition increase would increase county tuition by \$5.00 per credit hour, out-of-county tuition by \$8.00 per credit hour, and out-of-state tuition by \$10.00 per credit hour. The Board voiced concern for increasing tuition for the second straight year, and said that, in light of the bleak outlook for increased funding from the state, the College needs to look for other funding sources.

.Ms. Cushwa moved to approve the 6% increase to credit tuition for FY05. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Old Business

Update on the Board's Middle States Work

Chair Elliott tabled this discussion until a later board meeting due to Trustee Dahbura's absence.

New Business

Proposed Continuing Education Tuition and Fee Policy

Dean Barker said the proposed Continuing Education tuition would be calculated as follows:
1) public offerings marked up 25% above direct cost including projected minimum enrollment,
2) educational conferencing and workshops marked up 35% above direct cost including projected minimum enrollment, and 3) contract training marked up 50% above direct cost including projected minimum enrollment. Materials fees would be assessed independently. Tuition / course fee would be discounted 60% for senior citizen Maryland residents on FTE-bearing courses only, with a minimum charge per course of \$35.00. Senior citizens discounts would not apply to out-of-state residents.

Mr. Reuter moved to approve the proposed Continuing Education Tuition and Fee Policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Faculty Promotion and Tenure Recommendations

Dean Sidlowski said that three individuals were recommended for promotion effective with the 2004 – 2005 academic year: Susan Clutz from Associate Professor to Professor, Spring Ward from Assistant Professor to Associate Professor, and Suzannah Moran from Instructor to Assistant Professor. Two individuals were recommended for tenure effective with the 2004 – 2005 academic year: Elaine Ashby and Joan Johnson. Non-tenure contract extensions were recommended for Catherine Fant and Dawn Dingle.

Mr. Reuter moved to approve the Faculty Promotion and Tenure recommendations as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

May Candidates for College Degrees and Certificates

Mr. Reuter moved to approve the May candidates for college degrees and certificates as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Negotiated Fee and Contract for Architect/Engineer Firm for Career Programs Building Renovations

Recommended for approval was the design fee of \$687,000, negotiated with Bushey Feight Morin Architects, following the board's approval of that firm as architect / engineer for renovations to the Career Programs Building.

Mr. Reuter moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Remarks from Trustees

Board members expressed their dislike for raising credit tuition rates again. They reiterated that the College must be mindful of the students and continue to look for funding sources other than tuition increases.

Adjournment

There being no further business, discussion, or remarks, the regular meeting was adjourned at 3:02 PM.

The next regularly scheduled meeting will be held on Tuesday, May 25, 2004, in the Administration and Student Affairs Building Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr