

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
May 25, 2004*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 25, 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  
Anton T. Dahbura  
Merle S. Elliott, Chair  
Margaret E. Hetzer

Others

Anna Barker – Dean of Administration and Finance  
Joe Fox – President, SGA  
Barbara Lease – Office Associate, Human Resources  
Jennifer Miller – Treasurer, SGA  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean of Students  
Lexi Shingleton – Secretary, SGA  
Joe Sidlowski – Dean of Academic Affairs  
Phil Snodderly – Director, Facilities Management and Planning  
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 12:15 PM.

**Luncheon Discussion**

*Introduction of SGA Officers*

President Altieri introduced the SGA officers for FY05: Joe Fox, President; Lexi Shingleton, Secretary; and Jennifer Miller, Treasurer. Anna Nisewarner, Vice-President, who is currently both an HCC/ESSENCE student and a Washington County Technical High School student, could not attend due to academic commitments. The regular SGA report was given later in the meeting.

### ***Allegheny Power Utility Pole***

President Altieri explained that Allegheny Power would like to locate an additional utility pole at the entrance to the college as a temporary arrangement. The Board agreed that the College should make the best negotiation with Allegheny Power, possibly an agreement to place all utility lines underground at some future date in exchange for placing the pole now. No further Board action is required and the negotiations were delegated to President Altieri and Phil Snodderly to resolve.

### ***First GED Graduating Class***

President Altieri said that the first GED graduation is scheduled for June 23, 2004 at 7:00 PM in the Amphitheater, weather permitting. Approximately 30 students will be attending the ceremony. Ms. Cushwa confirmed her attendance. Ms. Hetzer and Ms. Brooks said they would check their schedules for availability, but would like to attend as well.

The JTI staff will counsel the GED graduates about additional training opportunities available at HCC.

### ***Board Feedback on Commencement and Honors Convocation***

The Board felt that Honors and Commencement went well. It was suggested that the process used for the student processional across the stage be studied further to lessen confusion and allow the students to receive their diplomas before being congratulated by a trustee. The possibility of a December commencement was also discussed, and will be considered.

### ***Update on State Funding***

Chair Elliott said the governor is planning to veto a bill (HB1188) that would raise corporate taxes to fund higher education. USM plans to lobby to overthrow the veto, and has asked for MACC's support.

### ***Update on MACC***

MACC is proposing a 24% increase in dues, which equates to \$27,000 for HCC, since we are classified as a mid-size college. Our options are few, since it appears most of the community colleges plan to vote in favor of the increase. Chair Elliott said we will be asked to take a position at the MACC Directors Meeting on June 10<sup>th</sup> on both the dues and HB1188.

### ***Phil Snodderly's Retirement Announcement***

President Altieri announced that Phil Snodderly has submitted his resignation to retire effective June 30, 2004. Even though the College reception for this year's retirees had been held on May 17<sup>th</sup>, the Board felt it was appropriate to hold a special reception to honor Phil's considerable

contributions to the College and wish him well. This reception will be held immediately following the board meeting on June 15<sup>th</sup>.

### **Approval of Minutes (April 20, 2004 Executive and Regular Meeting ) (ACTION)**

Mr. Alter moved to approve the April 20, 2004 regular and executive meeting minutes as submitted. Dr. Dahbura seconded, and the motion carried unanimously.

### **Report from Campus Groups**

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

Associate Professor Ward said that Commencement was a wonderful event, and thought that it had gone very well. She reported that 40 faculty are teaching full time this summer semester, the largest number in the College's history. Faculty are also working on revising their constitution, which will be reviewed at the Faculty Assembly in August. A survey of faculty goals and objectives will also be conducted.

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

The Student Government Association's report was given during Special Reports.

### **President's Report**

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

President Altieri said that the Middle States Team Chair, Dr. Ed Yaw, in preparation for the team visit in October 2004, visited the campus on April 30<sup>th</sup>, at which time he spoke with faculty leaders and executive staff.

President Altieri has requested that the team consist of nine members, some of whom have expertise in development/remedial education, shared governance on a non-unionized campus, and assessment of student academic achievement. Team members must be from the Middle States region, but cannot be from Maryland. The College has the power to veto any proposed team member if conflict of interest exists.

The first draft of the self study should be sent to Dr. Yaw in the next 10 days. The board, faculty, and staff will review the complete self-study prior to its final submission in late August.

### **Monthly and Special Reports**

#### ***Personnel Recommendations for May 2004 (ACTION)***

Ms. Barbara Lease reported that one regular full time and two part-time temporary positions are recommended for hire. In addition, eight instructors are recommended for hire for the

ABE/GED/EDP grant program. Ms. Cushwa moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion was approved by unanimous vote.

### ***Financial Report as of April 30, 2004 (ACTION)***

In reviewing the General Fund Revenue and Expense Report as of April 30, 2004, Dean Barker reported that total revenue is \$17.4 million or 99% of the projected budget. FY04 is slightly ahead of FY03 by \$343,000. Credit tuition revenue is \$6 million, non-credit tuition revenue is \$1.1 million, and revenue from fees is \$552,000. All county and state appropriations have been received. Total expenditures are a little less than \$14 million, or about 80% of the projected budget. Total revenue over expense is \$3.4 million. In reviewing the Auxiliary Enterprises, Dean Barker reported that the slight loss for the bookstore is attributable to inventory, and the loss for Child Care is attributable to the period when the child care facilities were temporarily located in the Robinwood facility during renovations to the Administration Building. Despite the \$57,700 loss by Food Service, Dean Barker anticipates that the newly renovated Career Programs Building will provide additional opportunities for catering. Ms. Hetzer moved to accept the financial report as submitted. Ms. Cushwa seconded, and the motion was carried by unanimous vote.

### ***Introduction of SGA Officers and Plan for FY05***

Mr. Fox discussed the SGA goals for FY05. In an effort to recruit new members, letters will be sent to high school students, and the SGA will be present at new student orientation. In response to the students' desire to have input into the selection of the Student Activities Coordinator, President Altieri said that the SGA should have an opportunity to meet the finalists for that position, possibly in July. Some SGA activities being considered are a 9/11 commemorative event, movie nights, community volunteer opportunities in a soup kitchen and Valley Mall gift wrap. The SGA will provide free food for students during Welcome Back Week. The revised SGA constitution will be reviewed by the Board at the June meeting.

### **Old Business**

#### ***Update on the Board's Middle States Work***

As part of the Middle States self-study process, the Board conducted a self assessment survey. The questions were derived from *The Self-Assessment of Nonprofit Governing Boards* published by BoardSource. Dr. Dahbura compiled and summarized the results. In general, the Board members are satisfied with their performance as a governing body. Issues for the future include: (1) challenges related to facilities and funding, (2) long range plans for campus expansion, (3) salary administration, (4) attracting more Washington County students, (5) sustaining and maintaining programs that meet community needs and trends, and (6) promoting HCC in every possible way. The three areas that Board members felt merit additional discussion at the Board level are: (1) the role of Board members in fundraising and the degree to which individual Board members are responsible for providing financial support to the College, (2) the status of HCC's

risk management policies, and (3) the role that the Board could play in the selection process of future Board members.

Board members present concurred that the results of the self assessment accurately represented their views.

***Approval of Employee Benefits, Wage Rates, and Salary Range Adjustments for FY05 (ACTION)***

Based on input from the ad hoc Salary and Benefits Review committee and substantial comparative data, it was recommended by the President that the following adjustments be made to employee benefits, wage rates, and salary ranges for FY05: (1) increase the exempt staff and faculty salary scales by 2%, and the non-exempt staff by 2.5%, (2) adjust the instructor rank salary range by increasing the minimum by 15%, for a new minimum of \$34,269, increase the maximum by 4%, for a new maximum of \$49,612, readjust the midpoint to \$41,940, and establish a base salary of no less than \$37,000, (3) grant a 3% of midpoint increase to all regular (full and part time) employees for 2004-2005, and (4) increase the adjunct and full time faculty overload rate to \$612 per credit.

These adjustments would bring the College's salary ranges more in line with overall local and state-wide / regional markets. Mr. Alter moved to approve the recommendations as submitted. Ms. Cushwa seconded, and the motion was carried by unanimous vote.

***Employee Health Benefit Network Change (ACTION)***

President Altieri reported that the College's medical coverage currently uses the Alliance network, but after much research, the Administration recommends switching to Community Health Plan (CHP) network, whose local affiliate is Tri-State Health Partners (TSHP). TSHP is a comprehensive Preferred Provider Network comprised of local physicians and services, which places a large percentage of employees within 20 miles of a participating physician. The College would receive substantial discounts on services rendered to all covered members and their dependents, including dental coverage. TSHP also provides extensive utilization and review, and has the capability to provide case management for long or short term terminal illness. In addition, TSHP is able to match their network access fee to that of Alliance. The Administration believes that TSHP provides more comprehensive coverage and services at less cost to the College than the current MAMSI/Alliance.

Mr. Alter recused himself from comment or voting on this issue, as his membership on the Board of Directors of the Washington County Health System could be interpreted as a conflict of interest.

Dr. Dahbura moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by majority vote, with Trustee Alter abstaining.

## **New Business**

### ***Recommended GPA Calculation Policy (ACTION)***

Dean Sidlowski reported that 60% of the College's students are enrolled in one or more developmental courses, which are preparatory courses for college level work. Currently, developmental courses are included in the total grade point average (GPA) calculation to satisfy graduation requirements. The shared governance Academic Standards, Assessment, and Faculty Affairs Committee recommends this policy be changed so that developmental courses are calculated for academic probation and dismissal only. Since development courses are preparatory courses and not college level work, they should not be included in calculation to satisfy graduation requirements. Dean Sidlowski said that of the Maryland community colleges responding to inquiry, three others follow the policy currently being recommended, while eleven do not include developmental courses in any calculation. Dean Rudy said that transcripts would include a notation explaining the exclusion of developmental course grades in the calculation of the overall GPA.

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

### ***Exploring CIP Funding Options with the County***

The state has suggested that the Campus Loop and Parking project be put in the queue for state funding for FY06. President Altieri reported that he, Chair Elliott, Dean Barker, and Mr. Snodderly met with Greg Snook and Rod Shoop to determine the availability of county funds for these projects, and the meeting went well. At that time, it was also suggested that the county College may recommend next year (FY06) a double digit increase (10-15%) in county funding to come closer to the statewide average (34%) of county support for community colleges.

## **Adjournment**

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

The next regularly scheduled meeting will be held on Tuesday, June 15, 2004 in the Administration and Student Affairs Building Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr