

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
June 15, 2004*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 15, 2004, in the Administration and Student Affairs Building Board Room, beginning at 11:30 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

Terrie Angle – Division Chair, Humanities Division
Anna Barker – Dean of Administration and Finance
Durrell Blake – Immediate Past Secretary, SGA
Joe Fox – President, SGA
Mike Harsh – Interim Director of Instruction
Ron Kepple – Division Chair, Beh. & Social Sciences/Business Division
Barbara Macht – Director, Planning, Governance and Institutional Research
Rosemary Nickerson – Vice chair, Faculty Assembly
Judy Peisen – Division Chair, Science, Mathematics & Engineering Division
Carole Richardson – Director, Technology and Computer Studies Division
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

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 12:07 PM.

Luncheon Discussion

Chair Elliott reported that all of the community colleges agreed to MACC's proposal to increase dues by approximately 24%. This increase will be used to fund a position at MACC that is no

longer funded by the state, as well as increase the salaries of current staff to match similar positions in other state higher education associations.

Ms. Stull played the newly created College jingle. She said the College created the lyrics and the music was created by an advertising agency. They began with creation of the music to accompany the lyrics and provided a choice of three vocalists. The jingle was produced in two lengths; the longer version allows for a spoken, scripted message to be placed in the middle. Ms. Stull said the jingle has a shelf life of approximately two years, but could possibly be re-used after a layoff of several years. All present responded positively to the new jingle.

After the proper motion and second, the Board voted to adjourn to executive session at 12:10 PM to discuss personnel matters.

Following adjournment of the executive session, Chair Elliott reconvened the regular meeting at 1:12 PM.

Approval of Minutes (May 25, 2004) (ACTION)

Mr. Alter moved to approve the May 25, 2004 regular meeting minutes as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Faculty Assembly

Ms. Nickerson, substituting for Spring Ward, said that many faculty continue to teach and to revise and develop curriculum. Several faculty members are also participating in externships in their areas of expertise this summer.

Student Government Association

Mr. Fox, incoming SGA president, said that the SGA is working on new signs for Welcome Back Week; activities will be prominently posted. Ms. Miller is working on a letter to be distributed to the College clubs. Activities being considered are movie nights and increased community outreach.

President's Report

Review of Shared Governance System Start Up Activities

President Altieri said that the membership of the governance committees was finalized in March, and two training sessions have been conducted for the complete committee membership. In addition, he and Ms. Macht met with the co-chairs of each committee to discuss topics for committee consideration. President Altieri said that many important outcomes have already been

accomplished by a number of the committees to date, such as the revised policy which excludes developmental courses in the calculation of the overall GPA to meet graduation requirements, approved by the board at the May meeting.

Draft of Annual HCC Community Report

President Altieri discussed the College's 2004 Report to the Community. He said the design is currently underway, and distribution to the community is expected before the end of July. Charts and graphs will highlight the text information. Ms. Stull pointed out that the Community Report targets many different audiences: those looking for in-depth information, and those who prefer a snapshot.

New Application and Receiving Applications On-line

President Altieri said that a great deal of credit goes to the academic officers and faculty who have worked diligently to get the new application for admission on-line. When fully functional, it will allow faculty to see which students are interested in their respective disciplines.

Spring and Summer 2004 Enrollments, Projections for Fall

President Altieri played a videotape of Commissioner Vice President Wivell's remarks at Commencement, noting that his comments were particularly supportive of the proposed renovations to the Career Programs Building. Dr. Altieri pointed out that the College has the largest number ever of faculty teaching full-time this summer, and that more students are enrolling earlier than in previous years.

Monthly and Special Reports

Financial Report as of May 31, 2004 (ACTION)

Dean Barker reported that the total revenue is \$17.7 million, or 101% of the projected budget. This figure is \$440,000 ahead of FY03. Total credit tuition is \$6.1 million, and non-credit is \$1.3 million, for a total of \$7.4 million tuition revenue. Total expenditures are \$15.5 million, or 88.6% of the projected budget. Revenue over expenses is \$2.2 million. Dean Barker said that for FY05 she intends to break out vending services so that it is more easily tracked.

Ms. Brooks moved to accept the financial report as of May 31, 2004 as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

Personnel Recommendations for June 2004 (ACTION)

Mr. Seger pointed out three internal recommendations: Ms. Jennifer Eckenrode is recommended for promotion to Coordinator of the Wellness Center, Ms. Linda Hildenbrand is recommended

for interim Director of Nursing, and Ms. Margaret Spivey is recommended to receive a mutual consent leave of absence without compensation and benefits for one fiscal year.

Ms. Hetzer moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

MHEC Accountability Report (ACTION)

Ms. Macht reviewed the 2004 Accountability Report, which is required by the state, and submitted to the Maryland Higher Education Commission (MHEC). Because of HCC's geographical location and articulation agreements with other colleges, many of the College's graduates transfer to Shepherd University in West Virginia and Shippensburg State University in Pennsylvania. These data are not included on this report, since it measures Maryland data only. Ms. Macht pointed out that in most instances the College's actual figures exceed the benchmark.

Mr. Reuter moved to approve the MHEC 2004 Accountability Report as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

Student Learning Outcomes Assessment Plan

Division Chairs Terrie Angle, Ron Kepple, and Judy Peisen discussed the Student Outcomes Assessment Plan. This plan, which provides for the measurement of course, program, and institutional success by measuring student academic achievement, is a requirement of Middle States. It will be included in the Middle States Self Study document as an appendix.

The Student Learning Outcomes Assessment Plan is an assessment plan encompassing three academic years from 2004 to 2007. The primary emphasis will be at the course level. Major impact courses in each academic division have been selected by faculty to be assessed. This first cycle of course level projects will continue for a maximum of three years. Additional cycles will be added each year.

Courses and programs must be validated by some external measure, such as the State Boards that nursing students are required to pass prior to employment in their field. Employer feedback on HCC graduates is also a valid assessment, although somewhat limited in scope, since the student must first give permission for the College to solicit this information.

In Spring 2004, the Collegiate Assessment of Academic Proficiency (CAAP) test was administered to 92 students in each of four general education areas: mathematics, scientific reasoning, reading, and writing. This pilot test was conducted to identify appropriate externally normed tests, work out the logistics in selecting and motivating students, and administering and scoring the tests so the resulting data is meaningful. Of the 92 students testing, 65 students, or 71%, scored at or above the 50th percentile, indicating that HCC students are meeting the general education outcomes in four content areas as measured by this nationally normed series of tests.

Old Business

Approval of FY05 Plan and Budget (ACTION)

Dean Barker said that the narrative in the FY05 Plan and Budget distributed with the board package is unchanged from that distributed in March. The projected general fund revenue is \$19.97 million, which is a 14% increase over the FY04 revised revenue budget projections.

Credit and non-credit registration will be consolidated into one function in the newly renovated Administration and Student Affairs building. Staff will be cross-trained to assist students with credit or non-credit registration, and plans also include adding non-credit courses to on-line registration.

Even though the College is requesting from Washington County a 6% increase over FY04 funding, the County's support as a percentage of general fund revenue will drop to 26% in fiscal year FY05. The system wide average for county support is 32%.

Dean Barker reported that overall, the funds to support the FY05 plan total \$22.8 million, which is an 11% increase over FY04 revenue projections.

Mr. Reuter moved to approve the FY05 Plan and Budget as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

Updates to SGA Constitution (ACTION)

Mr. Durrell Blake reported that revision to the SGA Constitution was begun last year, and required about eighty hours to complete. Some of the major changes were: (1) addition of a mission statement, (2) addition of the shared governance initiative and Code of Trust to the Objectives, (3) addition of one senator (for a total of four senators) to Article III: Membership, and (4) changing the criteria for the office of Parliamentarian.

Mr. Reuter moved to approve the revised SGA Constitution as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

Finalize Recommended Board Meeting Dates for FY05 (ACTION)

Mr. Alter moved to approve the Board meeting dates for FY05 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

Middle States Self Study Update / Time Line

President Altieri reviewed the Middle States Self Study time line. The first draft of the self study was sent to Dr. Ed Yaw, Team Chair, in June. The College's strategic plan, "2012," will be

finalized this summer. Final draft of the self study and “2012” will be distributed for review by the trustees and college community in August. The September board meeting has been moved back several weeks to August 31, 2004 to allow sufficient time for Board review and revisions before the final self study is mailed on September 17, 2004. The Middle States team arrives October 31st, meets with the Board of Trustees on November 2nd, and delivers the exit report on November 3rd.

Board Re-organization (ACTION)

In accordance with Article IV of the Constitution and By-laws, Chair Elliott turned the meeting over to President Altieri to conduct an election for the office of chair for FY05. Mr. Elliott was the sole nomination. Mr. Alter moved to elect Mr. Elliott as Chair of the Board for FY05. Ms. Brooks seconded, and Mr. Elliott was elected by unanimous vote.

Mr. Elliott resumed chairmanship of the meeting. Dr. Dahbura was nominated to serve as Vice-chair, and was the sole nomination. Mr. Reuter moved to elect Dr. Dahbura as Vice-chair of the Board for FY05. Mr. Alter seconded, and Dr. Dahbura was elected Vice-chair by unanimous vote.

Chair Elliott added that the Board acknowledges that President Altieri will serve as Secretary/Treasurer in accordance with Section 16-202 under Subtitle 2 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

Chair Elliott also thanked Ms. Brooks for serving as Vice-chair for FY03 and FY04.

Adjournment

There being no further business, discussion, or remarks, the regular meeting was adjourned at 3:08 PM.

The next regularly scheduled meeting will be held on Tuesday, August 31, 2004, in the Administration and Student Affairs Building Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr