

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
August 31, 2004***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, August 31, 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  
William J. Reuter

Others

Anna Barker – Dean of Administration and Finance  
Joe Fox – President, SGA  
Barbara Macht – Director, Planning, Governance and Institutional Research  
Susan Mosher - Business & Industry Coordinator  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean of Students  
Michael Seger – Director, Human Resources  
Joe Sidlowski – Dean of Academic Affairs  
George Soterin – Director, Plant Operations and Maintenance  
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 1:33 PM.

**Approval of Minutes (June 15, 2004 ) (ACTION)**

Mr. Alter moved to approve the June 15, 2004 regular meeting minutes as submitted. Dr. Dahbura seconded, and the motion carried unanimously.

## **Report from Campus Groups**

### ***Faculty Assembly***

Ms. Ward introduced Ms. Susan Mosher, who is the Business and Industrial Training Coordinator.

Ms. Ward, who chairs the Pride and Recognition committee, distributed a brochure of planned activities for employees, and announced that one of the most coveted awards is that of Employee of the Month. The recipient receives a reserved parking space, location of his/her choosing, for one month.

Several members of the faculty met with the president at a retreat in August. There was a substantial exchange of ideas, and the faculty appreciates the Board and the President listening to their concerns.

Ms. Ward reported that Lisa LaCivita has volunteered to coordinate the new faculty mentoring program in Suzannah Moran's absence. Dean Sidlowski said that the program is now funded.

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

Mr. Fox reported that Lollipopalooza was a big hit this year, with games, a blow up slide, and face painting. The SGA provided free food and snacks in the College Center for students during the first week of classes. The Safety Bug is scheduled to be in the ARCC parking lot on September 8<sup>th</sup>, and CollegeFest is scheduled for September 14<sup>th</sup>.

## **President's Report**

President Altieri reported that the Middle States Review Team has been selected and the College has challenged one of the members. After further consideration, the Team Chair agrees there is a possible conflict, and will request a replacement as well. Middle States central office makes the final decision on this request.

The College Calendar of activities for FY04-05 will be periodically updated and reviewed for the Board's information.

President Altieri introduced George Soterin, the new Director of Plant Operations and Maintenance. Mr. Soterin said it is a pleasure working at HCC, and it is especially nice to be able to get things done quickly.

## **Monthly and Special Reports**

### ***Financial Report as of July 31, 2004 (ACTION)***

Dean Barker reported that the audit for FY04 is wrapping up this week, and the current net increase of the unrestricted fund balance is \$3.56 million. For the period ending July 31, 2004,

total revenue is \$3.084 million. The first government appropriation is not due until August. In response to the Board's inquiry about large dollar variances in salaries and wages and contracted services, Dean Barker said she would provide a report. Total revenue over expenses is \$1.8 million.

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

***Fund Balance Transfer (ACTION)***

Dean Barker explained that the fund balance transfer of \$352,577 previously approved by the Board to cover the projected shortfall for renovation costs to the Administration and Student Affairs Building fell short of the actual cost. Therefore, the Administration recommended an additional unrestricted fund balance transfer of \$26,287.82 to cover the costs.

Mr. Alter moved to approve the unrestricted fund balance transfer as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

***Personnel Recommendations for August 2004 (ACTION)***

Mr. Seger reported that there are forty-three recommendations for new hire. The Board wondered if Delegate Shank's position as an adjunct faculty member represented a conflict of interest. President Altieri said that hiring commissioners as adjunct faculty does not set a new precedent since it occurs at many public colleges across the state, and it does not present a conflict of interest from the College's perspective.

The Director of Nursing position is still vacant, as are two full time nursing faculty positions. Carolyn Albright will act as interim Director of Nursing, and Dean Sidlowski will act as Division Chair for Health Sciences until the position is filled.

Dean Sidlowski reported that nursing faculty are difficult to hire because the state requires a Master's degree in nursing for nursing faculty, and our salary scales are not competitive with current MSN nursing salaries paid at area hospitals and nursing homes. Some colleges are adopting differential salary scales that specifically benefit nursing faculty. Dean Sidlowski plans to work with Frostburg State University – Hagerstown to offer a Bachelor of Science in Nursing (BSN) and a Master of Science in Nursing (MSN).

The Director of Admissions position has been advertised locally and will also be placed in the Chronicle of Higher Education to seek candidates from across the country.

Dr. Dahbura moved to approve the personnel recommendations as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

## **Old Business**

### ***Review of Middle States Self-Study Draft #6***

Ms. Macht prefaced the discussion by reporting that the self-study document began with eighteen independent self-study committee reports, which numbered over 400 pages. The current draft is approximately 75% complete. In addition to general formatting issues, Ms. Macht is currently reviewing the document for duplications, inconsistencies, and accurate statistical reference.

The Board cited several examples of statements that were seemingly unsubstantiated. It was recommended that the use of descriptive adjectives be replaced with factual narrative and that statistical claims reference specific exhibits.

The Board also expressed concern for the phraseology in some sections, feeling that they conveyed a meaning that was not completely accurate. Specific examples were cited in the Professional Development and the Areas of Concern sections of Chapter 2.

The Board felt that the section in Chapter 3 dealing with collective bargaining provided an unbalanced amount of detail in comparison to other chapters. It was also recommended that several descriptive adjectives be replaced with statistics. The Board took exception to a statement that linked a faculty salary increase in 1986 with collective bargaining activity, and also felt that the term collective bargaining should be removed from the recommendations. While conceding that it could be considered an area of concern, they felt recommendations should more accurately reflect the need to collaborate and resolve the concerns behind the collective bargaining issue.

It was agreed that the Board members would forward to Ms. Macht any additional recommended edits to the draft self-study. General consensus was that the self-study provided a comprehensive view of the College, and was excellent work.

### ***Review of 2012 Strategic Plan Draft***

The Board recommended changes in phrasing in several sections of the 2012 draft. It was also recommended that in the Summary of Financial Strategies, the discussion include an alternative plan if the County financial support does not increase by the level anticipated. In discussing the pursuit of state funding for out-of-state FTE, Trustee Cushwa said that she would meet with Senator Munson and others to set the wheels in motion.

Additional recommended edits to the 2012 draft included: (1) providing some discussion of how and when groups will be identified to work on each goal, and how and how often performance would be measured, and (2) strengthening the section on non-credit growth and workforce development.

## **New Business**

### ***August Candidates for College Certificates and Degrees (ACTION)***

Mr. Reuter moved to approve the August candidates for certificates and degrees as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote.

### ***New or Modified Policy Approval for Employee Handbook (ACTION)***

Due to the magnitude and complexity of the task, it was decided to defer discussion of the new and modified policies to a special single topic meeting on September 21, 2004. The Board requested that the policies be reviewed by legal counsel prior to this meeting.

## **Adjournment**

There being no further business, discussion, or remarks, the regular meeting was adjourned at 3:53 PM.

The next meeting is a special single topic meeting scheduled for Tuesday, September 21, 2004, in the Administration and Student Affairs Building Board Room.

The next regularly scheduled meeting will be held on Tuesday, October 19, 2004, in the Administration and Student Affairs Building Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr