

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Special Meeting  
September 21, 2004*

A Special Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 21, 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  
William J. Reuter

Others

Anna Barker – Dean of Administration and Finance  
Susan Mosher – Business and 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

Guests

Robert Drascovic

**Call To Order**

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 1:09 PM.

**Old Business**

***New or Modified Policy Approval for Employee Handbook***

At the August 31, 2004 regular meeting, the Board deferred discussion and action on twenty-two recommended new and revised policies pending review by legal counsel. The policies were reviewed by attorney Jamie Cannon, who is experienced in education law, and revised, where needed, considering her advice and guidance.

Prior to discussion, Chair Elliott pointed out that the Equal Employment Opportunity policy was being replaced to correct the omission of a word in the first paragraph. Mr. Seger also asked the Board to correct their copies of the Sexual Harassment policy, replacing the word *demeaning* with the word *demanding* in item number 5.

It was decided that the policies would be considered and acted upon by group – new, revised, and delete/approve. Proposed new policies were considered first.

The Board wondered if the Acceptable Computer Usage policy covered all the contingencies of misuse. Mr. Seger said that the proposed language is fairly standard in education, and the last sentence referencing applicable federal and state laws broadens the scope. President Altieri further explained that the College currently has no policy regarding computer use, so this proposed policy serves to fill that gap and will be supported by administrative procedures and guidelines that will include greater detail. The Student Affairs Governance Committee is also working on a policy that would address computer use by students as part of a new student behavior code.

In the Campus and Workplace Violence policy, Mr. Seger said that the word *will* was replaced with the word *may* to allow for additional time to investigate.

Mr. Seger said that the current pay policy for military leave is unpaid leave. The employee can also elect to take annual leave.

Mr. Reuter moved to approve the proposed new policies as submitted. Mr. Alter seconded, and the motion was carried by unanimous vote.

Of the proposed revised policies, several questions arose regarding the changes in wording in the Dismissal of Employees policy, specifically why the phrase *for cause* and the word *gross* in the phrase *gross misconduct* were taken out. Mr. Seger explained that in both cases the words were eliminated from the proposed policy because they are difficult to define and defend in court. The procedural section of the Employee Handbook will address the specifics.

Mr. Seger said that the current policy for bereavement leave is four full paid days for the death of an immediate family member, and one-half to one full day for the death of a colleague or close friend. The current policy for jury duty is paid leave, with no maximum limit on the number of days absent.

Mr. Reuter moved to approve the proposed revised policies as submitted. Ms. Brooks seconded, and the motion was carried by unanimous vote.

It was recommended that two policies approved by the Board in 1974, Wine Appreciation, Serving, and Mixology Instruction, and Beer and Wine Use at Special Events on Campus, be deleted and replaced with approval of the Alcohol at Special Campus Events policy. Board

Chair Elliott pointed out that the latter policy more directly addresses the issue, superceding the outdated 1974 policies.

Mr. Reuter moved to delete the 1974 policies and approve the new Alcohol at Special Campus Events policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Mr. Seger said that once the Employee Handbook has been published and distributed, he plans to hold workshops and seminars so that employees fully understand the policies and procedures. The Board suggested that employees sign off when they have completed these instructional sessions.

### **New Business**

#### ***Updates on Campus News and Activities***

Chair Elliott reported the regrettable news that long time employee Phil Snodderly has been diagnosed with acute leukemia and is currently awaiting news for a bone marrow transplant. The trustees and campus community hold Phil and his family in their thoughts and prayers.

#### ***Plant Operations and Maintenance***

Mr. Soterin reported that he has gotten good feedback on the increased communication he has tried to implement regarding the status of maintenance projects and requests. Some major current projects include boiler replacement, roof repairs, and recruiting volunteers to adopt and help maintain an HCC garden.

#### ***Public Information / Government Relations***

Ms. Stull reported that the Mayors' Dinner, which was a Public Awareness Campaign event, went very well. Five of the nine mayors attended. The College received positive comments and some suggestions for improving awareness in their respective communities.

Radio advertising has concluded for this semester, and will resume again in November.

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

Ms. Ward expressed appreciation that the proposed new and revised policies were distributed to the college community, helping to foster greater communication and trust. In that same spirit, the Faculty Assembly would like to review the Employee Handbook prior to its being finalized.

#### ***Academic Affairs***

Dean Sidlowski reported that enrollments are very good and that student evaluations of faculty are beginning this week. The new process was designed to preserve confidentiality, and the results will not be available to faculty until January, following grade postings.

### ***Student Services***

Dean Rudy reiterated that enrollments are very good. As of the census date, which is the date official figures are reported to the state, the head count had increased by 10.8%, a greater increase than has been reported by any other community college in Maryland. Dean Rudy credits part of this increase to the College's new approach of scheduling classes to suit student needs and preferences, a practice not seemingly widely used by other Maryland community colleges.

### ***Finance and Administration***

Dean Barker reported that the audit went well and there seems to be no concerns. In order for the Audit Committee to review the formal financials prior to submission, she will file for an extension.

The Board agreed that the Audit Committee would meet at 11:30 AM on October 19, 2004, prior to the regular Board meeting.

### ***Remarks from Trustees***

Ms. Cushwa said that Senator Munson seems very positive about the College's initiative to secure legislation that would reimburse community colleges for out-of-state FTE in congruence with four year institutions.

### **Adjournment**

There being no further business, discussion, or remarks, the regular meeting was adjourned at 1:51 PM.

The next regularly scheduled meeting will be held on Tuesday, October 19, 2004, in the College Center, Conference Rooms 1 & 2. The regular business meeting will be preceded by an Audit Committee meeting at 11:30 AM in the same location.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr