

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
October 19, 2004*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 19, 2004, in the College Center Conference Rooms, 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

HCC Attendees

Anna Barker – Dean of Administration and Finance
Joe Fox – President, SGA
Barbara Macht – Director, Planning, Governance and Institutional Research
Barbara Roulette – Recording Secretary
Donna Rudy – Dean of Students
Michael Seger – Director, Human Resources
Joe Sidlowski – Dean of Academic Affairs
George Soterin – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations
Spring Ward – Chair, Faculty Assembly
Patricia Williams – Practical Nursing Instructor

Others

Ernie Angell – Homewood, President & CEO
Wanda Williams – Herald Mail, Reporter
Lin Yoder – Homewood, VP of Human Resources

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 12:41 PM.

Luncheon Discussion

Sample Letter from Opportunity Fund Recipient

A sample letter from a student who had received financial aid through the Opportunity Fund was reviewed. A full report on the Opportunity Fund was presented later in the meeting.

Resignation of Foundation Board Member

A member of the HCC Foundation Board, Ms. Tracy Bage, resigned recently, citing philosophical differences with the Foundation's investment decisions. In light of Ms. Bage's views, the Foundation's Finance and Investment Committee met to review current investment strategies. They drafted an investment policy statement, which is not only based on sound fiscal management, but also serves the best interests of the College. All Foundation Board members were invited to the F& I meeting to voice their views, but none accepted. The Statement on Investment Decisions was approved by the Foundation Board of Directors at their September 23, 2004 meeting. Ms. Bage resigned at the end of that meeting.

Board of Trustee liaisons to the Foundation Board reported that Ms. Bage's differing views were heard, and treated with respect.

Currently, Foundation Board members are selected by a nominating committee. While the Board feels no direct intervention in this process is necessary, it discussed possible due diligence of Foundation Board candidates. It was moved, seconded, and unanimously carried that the President's office would address Foundation membership and other interface topics between the Board and Foundation and present recommendations at a future meeting.

Maryland Association of Community Colleges (MACC) Legislative Issues

MACC's legislative agenda for 2005 includes: (1) operating budget, (2) capital funding, (3) disabled student grant, (4) state financial aid, and (5) regional higher education centers. In addition, MACC will support the following issues if introduced: (1) community college access for all students graduating from Maryland high schools regardless of their parents' immigration status, (2) maintenance of state paid fringe benefits for faculty and employees, and (3) increases in state aid for adult education.

MACC supports the CADE funding formula, which, for FY06, would result in the distribution of \$154.1 million through the basic funding and \$13.9 million through grants and statewide programs. This increase still makes the state aid allocation 11% lower per student (FTE) than four years ago.

President Altieri said that the presidents' association has formed a committee to study CADE funding and explore possible funding alternatives. Wor-Wic is the only small college member on the committee. With increasing enrollments, Wor-Wic was to lose its small college funding

this year, but a legislative one time hold harmless agreement, supported by MACC, was worked out. HCC could lose its small college funding (\$500,000) as early as next year.

Special Recognition for Homewood Retirement Centers of the United Church of Christ, Inc.

Homewood Retirement Centers of the United Church of Christ, Inc. contributed funds to support a full time LPN nursing faculty position, which helped the College successfully launch its LPN program last year. In addition, Homewood provides clinical site space for several of the College's nursing programs. The Board unanimously adopted a resolution to recognize and honor these extensive contributions to the College. Mr. Lin Yoder, Vice President of Human Resources and Mr. Ernie Angell, President and CEO of Homewood Retirement Centers, were present to accept the award. Mr. Angell said that Homewood is very pleased with the College's LPN program. Two of the HCC students who trained at their facility were hired as employees after their graduation.

Approval of Minutes (October 19, 2004) (ACTION)

Mr. Alter moved to approve the October 19, 2004 regular meeting minutes as submitted. Dr. Dahbura seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Ms. Ward reported that the faculty is involved in many community activities. The Robinwood Players recently presented "Our Town," a political forum featuring the candidates for the Washington County Board of Education was held at the College's Valley Mall site, and a political round table and mock election were scheduled for the last week of October. November activities include a production of "Skin of our Teeth" and an art show exhibition.

Student Government Association

Mr. Fox reported that the Safety Bug's visit to campus was a big hit. Students could drive a Volkswagen Beetle through an obstacle course while wearing goggles that simulated driving while drunk. It provided excellent first hand experience of the effects of drunk driving. Other SGA activities have included a September 11 Remembrance, a trip to an Orioles game, and College Fest. Harvest Fest is scheduled for later this month.

President's Report

Draft Agenda for November 12, 2004 Joint Meeting with Delegation

The draft agenda for the joint meeting with the state delegation deals primarily with resource issues, University System of Maryland, Hagerstown Center, an increase in state funding, and

out-of-state FTE. Ms. Cushwa said that informal discussions with the delegation have suggested she seek support in Annapolis. MACC could consider including out-of-state FTE in their study of alternatives to CADE Formula funding, but this has not been formally proposed. Ms. Cushwa said she would like to meet with Maryland Senate President Mike Miller about this issue.

HCC's Involvement in the Transformation of Leadership Hagerstown

Most participants in Leadership Hagerstown are middle managers and educators. There has been some discussion in the community about building a stronger program, and perhaps incorporating a Boardmanship program and a separate program for executives, in addition to the base program that would continue in its traditional model. A Leadership Hagerstown office could be housed on the College's campus. Several Board members, as former chairs of the Leadership Hagerstown Board of Directors, explained that the original intent of the program was to familiarize newcomers with the area and encourage leadership in the community, not to foster leadership skills in the individual participants. Mr. Reuter, who participated in an accelerated executive leadership program when relocating to Lititz, Pennsylvania, recommended consultation with that program's Board chair.

Monthly and Special Reports

Personnel Recommendations for October 2004 (ACTION)

Mr. Seger reported that twenty-two people are recommended for hire. He pointed out that Ms. Renee Baker is recommended for full-time employment as the Coordinator of Student Activities. Ms. Baker has worked in this position as a temporary and interim coordinator since December 2003.

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

Financial Report as of September 30, 2004 (ACTION)

Dean Barker reported the following changes to the financial report: (1) the addition of two new columns showing FY04 to 05 budget variances in absolute dollars and as a percentage, (2) a summary page showing institutional expenditure by subclass, (3) vending is broken out under food service in the Auxiliary Services report, and (4) a quarterly report for capital improvement projects has been added.

Total revenue received through September 30, 2004 is \$7.2 million or 36% of the budget. The percent of variance is just about equal with FY04. Government appropriations are \$3 million, which includes the first state and county appropriations. Total expenditures are \$3.9 million or 20% of the budget, which is even with FY04. Dean Barker explained that the largest percentage variance (3.9% under FY04) in Public Service is due to the elimination of the Wellness Center Director position. The largest dollar variance (\$435,458 over FY04) in Institutional Support is primarily due to an increased capital outlay budget and purchases made earlier in the year.

Additional unit advertising and ads for hard to fill positions in the health sciences added to the costs as well. Total revenue over expenses is \$3.2 million compared to \$2.8 million in FY04.

Total revenue over expenses for the Auxiliary Fund is \$305,000. Referencing the summary of FY05 Capital Improvement Projects, Dean Barker pointed out that the Oil Tank Replacement project would probably not be needed.

Ms. Cushwa moved to accept the Financial Report as of September 30, 2004 as submitted. Ms. Brooks seconded, and the motion was carried by unanimous vote.

Report from the Audit Committee (ACTION)

The Audit Committee, comprised of Mr. Wayne Alter, Chair, Mr. William Reuter, and Mr. Merle Elliott, Dean Barker, and President Altieri met with the independent auditing firm of Clifton Gunderson LLP and reviewed the audit report for FY04 immediately prior to this regular meeting. The Audit Committee reported there were no changes or exceptions, and recommended that the Board accept the audit report for FY04 as submitted. Mr. Alter moved to approve; Ms. Cushwa seconded, and the motion carried by unanimous vote.

Fall Enrollment Report

Dean Rudy reported that the total head count as of October 14, 2004 was 3,601, up 10.4% over the same time last year. Total FTE was 1,022.4 compared to 914.5 in FY03. Out-of-state students are up 33.3% over last year, with the greatest increase from Franklin County, Pennsylvania.

Old Business

Middle States Re-accreditation Team Visit

Ms. Macht reported that all arrangements are coming together for the Middle States Team visit October 31, 2004 through November 3, 2004. Reservations have been made for the team at the Four Points Sheraton. Work rooms, outfitted with computers, copiers, fax machines, and telephones will be set up at Four Points and in the College Center Conference Rooms 1 and 2 for the team's use. In addition to the original eight team members, Ms. Valerie Chasse will be joining the team as an Associate Member. Two individuals (Genny Segura and Janet Moye-Cornick) from the Maryland Higher Education Commission (MHEC) will also be joining the team as observers.

President Altieri presented Ms. Macht with an arrangement of fresh flowers in recognition and thanks for her dedication and hard work in coordinating the Middle States self study.

President Altieri said he anticipates the team will be interested in discussing with Board members college governance, Board policies, the strategic future, and how the Board evaluates

the college president. Everyone has worked very hard in preparation for this visit, and he is confident the College is very well prepared.

New Business

Approval of Purchase of New Boiler (ACTION)

Dean Barker reported that the FY05 County CIP funding includes \$150,000 to replace a 35 year old boiler that can no longer be repaired. The equipment provided on the low bid for this project (\$143,000) did not meet the UL Listing for maximum efficiency and safety. Equipment quoted on the second lowest bid (\$168,469) did meet the UL Listing guidelines. Architectural fees of \$5,350 reduce the CIP funding for the boiler replacement project from \$150,000 to \$144,650 available funds, which represents a \$23,819 shortfall. The Administration recommended that the Board approve a transfer of surplus County funds of \$18,406 from the Chiller Project to the Boiler Replacement Project and Contingency of \$5,413.

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

Purchase and Installation of Industrial Fans in the ARCC

Mr. Soterin reported that he had researched the possible use of industrial fans in the ARCC to help alleviate the build up of heat in the summer. Limited capital funding during construction of the ARCC precluded the installation of air conditioning in the arena area, which is used for many functions by the College as well as community groups. Industrial fans, which are high volume, slow speed, would move the air sufficiently to provide a cooling effect without being disruptive.

In addition to the cooling effects in summer, Mr. Soterin felt the fans would also help circulate heat during the winter months, resulting in significant energy cost savings. Mr. Soterin said that local contractors could install and repair the fans, as they use standard electric motors.

Mr. Reuter moved to approve purchase and installation of industrial fans in the ARCC arena as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote, subject to additional information from the administration. Mr. Soterin was asked to solicit feedback from several other facilities that are currently using the fans and report back to the Board at the November 12, 2004 meeting.

Utilization of the Opportunity Fund

Dean Rudy said that a scholarship committee selects recipients for the Opportunity Fund. Interested students participate in a vigorous application process, including written essays and interviews. Opportunity Fund money is awarded based on financial need, and may be used to supplement other financial assistance. The Financial Aid Office, JTI staff, and other HCC staff refer students to the Opportunity Fund.

Remarks from Trustees

The Board commended everyone for their hard work in completion of the self study in preparation for the Middle States Team visit. They also commended the staff for their efforts in increasing enrollments, and recognize that these increases, along with shrinking appropriations, contribute to greater stress levels and stretched budgets.

Adjournment

There being no further business, discussion, or remarks, the regular meeting was adjourned at 3:10 PM.

The next regularly scheduled meeting will be held on Friday, November 12, 2004, in the Administration and Student Affairs Board Room. Immediately following adjournment of the regular meeting (2:30), the Board of Trustees will meet jointly with the Maryland delegation in the College Center, Conference Rooms 1 and 2.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr