

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
November 12, 2004*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 12, 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  
Patricia K. Cushwa  
Anton T. Dahbura, Vice-Chair  
Merle S. Elliott, Chair  
Margaret E. Hetzer  
William J. Reuter

Others

Anna Barker – Dean of Administration and Finance  
Craig Fentress – Director of Information Technology  
Barbara Lease – Administrative Office Associate I - Human Resources  
Barbara Macht – Director, Planning, Governance and Institutional Research  
Carole Richardson – Director of Instruction  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean of Students  
Joe Sidlowski – Dean of Academic Affairs  
George Soterin – Director, Maintenance and Plant Operations  
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 12:10 PM.

**Luncheon Discussion**

***Student Nominees for All USA Academic Team***

Mr. Anthony Campello and Ms. Ruth Heaton were introduced as HCC's nominees to the All-USA Academic Team for Community Colleges. This program recognizes 60 outstanding two-year college students annually. Nominees excel in academic excellence, leadership/civic growth, and service to the college or community.

Mr. Campello is majoring in Microcomputer Applications and plans to pursue a bachelor's degree in Information Systems Management Assurance. He is active with Phi Theta Kappa and recently spearheaded the donations drive for the Great American Smokeout.

Ms. Heaton is majoring in Radiography. In addition to her college work, she is a single mother of four, and is active in the Radiography Club and Lambda Nu honorary society.

### ***Draft Agenda for December 21<sup>st</sup> Joint Meeting with HCC Foundation***

Referencing the draft agenda for the joint meeting with the HCC Foundation Executive Committee on December 21, 2004, the Board suggested that some of the special reports be eliminated and that discussion focus primarily on the Foundation's current and future roles. President Altieri said that college Foundations are changing in nature, as many are now conducting capital campaigns along with their traditional fund raising for scholarships.

### ***Proposal to adjourn to Executive Session***

Ms. Cushwa moved to adjourn to executive session to discuss a personnel issue. Mr. Reuter seconded, and the motion carried by unanimous vote.

### **Regular Business Session**

#### **Call to Order**

Following adjournment of executive session, Chair Elliott reconvened the regular business meeting at 1:00 PM.

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

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

#### **Report from Campus Groups**

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

Ms. Ward reported that the faculty is working on building an effective outcomes assessment system. Currently several thousand students have completed faculty evaluations. Mr. Seger is scheduled to attend Faculty Assembly to present the new employee handbook. In celebration of Thanksgiving, the P.A.R. Committee is sponsoring a potluck luncheon on November 18, 2004 in the lobby of the ARCC.

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

A Student Government Association representative was not present.

### **President's Report**

#### ***Holiday Card Contest Winner***

President Altieri introduced and congratulated Ms. Kelly Williams, the first place winner of the holiday card design contest. Ms. Williams is majoring in General Studies and plans to transfer to a four-year college. Second place prize went to sophomore Will Walsh, who is majoring in Graphic Design Technology. Ms. Stull said that, in addition to her, the judging committee included President Altieri, Barbara Wolf, and Ellen Smith. The winning design is the official College holiday card for the current year.

#### ***Middle States Exit Report***

President Altieri summarized the Middle States Exit Report, noting that the report made the following points: (1) extremely complimentary of the self-study documents, (2) emphasized that the pace has been heavy and quick, (3) noticed we need additional financial support, (4) noted we are in compliance with all state and federal regulations, (5) impressed with the community breakfast, (6) highlighted ESSENCE and JTI programs, (7) commented that the one-stop center for students is exemplary, and (8) assessment needs to be improved. President Altieri said that it is not uncommon for colleges to be cited for outcomes assessment. Middle States looks for an assessment plan and results; an outcomes assessment plan alone is not sufficient to avoid a recommendation for improvement in this area.

Typically, colleges are given fifteen to twenty recommendations for improvement, so the College is very fortunate to have gotten only three recommendations involving: (1) program assessment, (2) sharing outcomes assessment data with students, and (3) institutional level learning outcomes.

Mr. Alter expressed surprise that the report had not mentioned the brick and mortar concerns and needs of the College, which could have been beneficial in requesting additional funds from the County. The Board was very complimentary of the president's leadership and the hard work of the entire staff and faculty in preparing for the Middle States team visit, but also noted that the rate of change needs to be managed properly.

The College has 10 days to correct any erroneous facts in this preliminary report. The final written report will be distributed to the trustees. President Altieri feels strongly that the College will receive a full 10-year accreditation with possibly a mandatory progress report on assessment due within one to two years.

### ***Institutional Priorities 2005-06***

President Altieri discussed the institutional priorities for 2005 – 2006, which include: (1) further implement all aspects of the Student Learning Outcomes Assessment Plan (SLOA) and utilize more institutional effectiveness and outcomes assessment data in the planning and budgeting processes, (2) support and promote new and existing programs of study, (3) begin the renovation of the Career Programs Building and update the Facilities Master Plan, including a review of the related funding strategies to support the plan, (4) maintain proactive enrollment management and marketing strategies and improve student support services to increase the retention of students who have not completed their HCC educational goals, (5) continue to improve master class schedules, (6) staff planning, development and evaluation, (7) make necessary technology improvements, (8) implement the new strategic plan, including revenue enhancements, (9) fully implement the new shared governance model and further improve the campus climate and culture, (10) market all aspects of the College mission, (11) strategic partnership projects: USM-Hagerstown, area universities, WCPS, and area health systems and hospitals, and (12) continue a public awareness campaign demonstrating HCC's value to the community and its need for upgraded facilities and increased operational funding to match recent and projected enrollment increases.

President Altieri said that he has recently met with senior representatives from Shepherd University, Shippensburg University, Summit Health, and the Washington County Health System to discuss possible collaboration agreements between their respective institutions and HCC.

### ***Recommended Operating Budget Request from the County***

Dean Barker discussed the College's long range financial projections, noting that they are predicated on a 15% increase in the County's allocation for FY06-FY08. The College has already exceeded MHEC's growth projections by 18%, and with Washington County's continued expansion, the College's enrollment could exceed the original estimate of 5,000 students by 2012. President Altieri said that while the faculty and staff have absorbed the enrollment increases to date, the College will soon need to increase faculty and support staff to meet these additional demands. At the current rate of growth, the College could possibly lose its small college funding by 2007.

### **Monthly and Special Reports**

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

Dean Barker said that total revenue as of October 31<sup>st</sup> was \$9.3 million or 46% of the budget. The variance over FY04 was \$2.4 million or about 1%. Total expenses were \$5.7 million or 28% of the budget. Total revenue over expenditures was \$3.6 million compared to \$3 million in FY04. Referencing auxiliary services, Dean Barker noted that expenditures exceeded revenue by \$8,000. This was due in part to the timing of payments made for Bookstore inventory. If the

Cost of Goods Sold was shown as a percentage, the Bookstore would show a net income of \$47,000 for the reporting period, and the total auxiliary fund net income would be about \$39,000. After some discussion, the Board agreed that no changes in reporting were necessary, however, since the reason for the large variance has been explained. Dean Barker reported that Food Service is improving, with Food and Beverage Sales up about 12% over FY04.

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

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

Ms. Lease reported that recommendations for hire included three full-time regular positions, two full-time temporary positions, five part-time credit faculty, and twenty-two part-time non-credit faculty. The Board pointed out that one part-time non-credit faculty position's pay rate was erroneously listed as \$1,200 per hour instead of \$1,200 per course, and questioned the large number of instructors for non-credit courses and the inclusion of some courses that are labeled as non-credit, but may be credit courses. It was agreed that the accuracy of the personnel recommendations for November would be reviewed and verified and a revised report would be attached to the minutes of this meeting (see attachment).

### **Old Business**

#### ***Update of the Information Technology Plan***

Dean Barker discussed the updated Information Technology Plan, which will serve as the foundation for annual planning, and coincides with the goals and financial projections outlined in 2012. She reported that the current ratio of instructional computers to students is 1:7. Maintaining that ratio through 2012 would increase instructional computers from 350 to about 740. Approximately 63% of the College's capital budget is dedicated to instructional and administrative hardware, software, and infrastructure upgrades.

The procedure for allocating professional development funds was changed in FY04, which resulted in some confusion regarding the availability of funds for computer-related training. Those procedures have been clarified and widely communicated this year, and an attempt is being made to identify training needs to address these issues.

Regarding security, Mr. Fentress said that all computers are tagged and inventoried, and in open labs, they are locked down to discourage theft. Video surveillance has also been considered. While the college computer use policy does not often come into play, it has recently been used to discipline an employee for sending unsolicited email of questionable content. Mr. Fentress said that in the spirit of academic freedom, monitoring computer use by employees is not practiced.

***Follow Up on ARCC Industrial Fans***

As follow up to the Board's approval at the October 19, 2004 meeting to purchase and install industrial fans in the ARCC arena, Mr. Soterin said that he contacted four additional facilities that are currently using the industrial fans. All were very happy with the fans' cooling performance. The fans' effect on heating has not yet been tested, but most of the people to whom he spoke seemed optimistic that they would realize some savings in heating costs as well.

**New Business**

***New Employee Handbook***

Due to the length of the agenda and the subsequent joint meeting with the Washington County Delegation, discussion of the new Employee Handbook was deferred until the December 21, 2004 meeting.

**Adjournment**

There being no further business, discussion, or remarks, the regular meeting was adjourned at 2:23 PM.

The next regularly scheduled meeting will be held on Tuesday, December 21, 2004, at the Plaza Hotel in the Cumberland South Room. The regular meeting will immediately follow the joint meeting with the Foundation, and will begin at approximately 2:30 PM.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr