

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
January 18, 2005*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 18, 2005, 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  
Anton T. Dahbura, Vice-Chair  
Merle S. Elliott, Chair  
William J. Reuter

HCC Cabinet, Staff, and Representatives

Anna Barker – Dean of Administration and Finance  
Jim Cannon – Director of Continuing Education  
Joe Fox – President, SGA  
Barbara Macht – Director, Planning, Governance and Institutional Research  
Susan Mosher – Coordinator, Business and Industry  
Ann Myers – Coordinator, Lifelong Learning  
Rosemary Nickerson – Vice-Chair, Faculty Assembly  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean of Student Affairs  
Michael Seger – Director, Human Resources  
Joe Sidlowski – Dean of Academic Affairs  
George Soterin – Director, Plant Operations and Maintenance  
Deborah Staley – Conference Planner  
Angie Stoops – Coordinator, Con Ed Health Profession  
Tammy Strite – Master Scheduler and Direct Mail Specialist  
Elizabeth Stull – Director, Public Information / Government Relations  
Spring Ward – Chair, Faculty Assembly

Guests

Brent Feight – Bushey Feight Morin Architects  
Aaron House – Bushey Feight Morin Architects  
Clay Whitlow – Executive Director, Maryland Association of Community Colleges

**Call To Order**

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 1:33 PM.

### **Sharing a Vision for MACC**

Mr. Clay Whitlow, who assumed the executive directorship of the Maryland Association of Community Colleges on October 1, 2004, discussed MACC initiatives and major legislative topics, which include (1) maximizing funding through the CADE Formula, (2) state support for capital projects, (3) increasing financial aid, (4) increasing funding for students with disabilities, and (5) acting as a voice for community colleges. He said that all colleges are struggling with funding issues. The state budget, which was scheduled to be released to the public on January 19th, was rumored to include an additional \$43 million for the University System of Maryland, the benefits of which would reach community colleges in FY07.

Small college funding has become an issue. Wor-Wic Community College unofficially capped enrollments to avoid losing the additional 2% funding they receive through the CADE Formula by being classified as a small college. Dr. Steve Pannill, president of Cecil Community College, is representing small colleges on an MACC study group that is investigating the options. It was cautioned that the 2% small college funding was a “win” that should be protected. In addressing this issue, solutions must be sought that work for the greater good of all, without hurting small colleges.

The total amount requested for FY06 community college capital projects was \$60 million, and the state budget is expected to provide \$45 or \$50 million. Mr. Whitlow feels it might be best for colleges to submit a prioritized list, instead of relying on the state’s arbitrary judgment regarding which capital projects will be funded.

President Altieri mentioned that the College has investigated the possibility of mounting a campaign to grant community colleges funding for out-of-state FTE, as four year institutions currently receive. Because of HCC’s proximity to Pennsylvania and West Virginia, out-of-state FTE would amount to approximately \$900,000 per year. Mr. Whitlow feels the support of the large colleges would be critical to the success of this initiative.

There has been some discussion among the college presidents and trustees about politically and financially disengaging from the University System of Maryland. The Board strongly felt, however, that as things currently stand the community colleges should maintain that connection.

### **Approval of Minutes (December 21, 2004 Joint and Regular) (ACTION)**

The joint and regular meeting minutes for December 21, 2004 were unanimously approved as submitted

### **Report from Campus Groups**

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

Ms. Ward discussed Faculty Assembly agenda topics, which include the final exam schedule and make up exam fees. She said that the faculty would be happy to participate in a budget lobbying group to help increase funding. Chair Elliott expressed gratitude for the offer but felt that a

separate lobby group would not be in the best interest of the College, and that the President and the Chair should remain the sole voices for the College. However, he indicated that perhaps some arrangement could be established to get faculty more involved in helping the College lobby for more county financial support. Ms. Ward invited the trustees to attend the P.A.R.-sponsored Valentine's Day luncheon in the ARCC lobby on February 14, 2005.

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

Mr. Fox discussed upcoming SGA events, which include: (1) a blood drive, (2) Student Advocacy Day, (3) a Valentine's Day dance, to which several senior centers have been invited, (4) The National Marionette Theater performing Aladdin, and (5) landscaping work at Winter Street School this spring.

### **President's Report**

#### ***Enrollment Report***

President Altieri said that the spring semester is the fifth straight semester the College has experienced double digit enrollment increases. Enrollment increases are very much in line with projections, and the ESSENCE program continues to grow. A more complete enrollment report will be available in February or March, which will include a break down of the ESSENCE students by high school. The Board expressed an interest in reviewing a plan for recruiting minority faculty.

#### ***Health Systems Collaboration Agreements***

President Altieri said that he has met with representatives from Washington County Health System and Summit Health in Chambersburg to discuss opportunities for collaboration. A follow up meeting with Summit Health is scheduled for mid-February, and he looks forward to pursuing a similar meeting with Washington County Health System in the next few months. Financial commitments to support programs and / or faculty positions are part of the discussions.

#### ***Design and Creation of College Ceremonial Mace***

President Altieri discussed the history and significance of the ceremonial mace, and the proposed design of the new mace for the College. The original mace, which is showing signs of deterioration, will be displayed in the Heritage Wall display case. The Board agreed with the direction of the proposed design. Updates will be provided periodically at future meetings. The goal is to have the new mace ready for the May 2005 commencement.

#### ***Consideration of a Request to Install a Cell Tower on HCC Property***

President Altieri discussed the factors surrounding the installation of a cell tower on the College's property. Mr. Soterin said that the location best suiting the needs of the College and the company (SHENTEL) is an area near the baseball field. This parcel of land is zoned agricultural, a zoning classification that does allow cell tower installation. Several benefits to

allowing the cell tower to be placed on the College's property are: (1) HCC would receive a minimum of \$1,000 per month for the use of the property, (2) SHENTEL would landscape and maintain the area around the cell tower, (3) SHENTEL would mount, at the request of HCC, a light to illuminate the area, which is currently very dark, and (4) the College would acquire highly improved cell service to and from the campus. The Board expressed some concerns and requested additional information regarding site location, zoning requirements, tower configuration, and contract stipulations prior to formal action.

### ***Review Career Programs Building Architectural Drawings***

Mr. Aaron House and Mr. Brent Feight of Bushey Feight Morin Architects discussed the conceptual drawings for the Career Programs Building renovations. The trustees expressed concern that the exterior design did not provide enough visual interest. Mr. House said that the exterior of the building would be 6 to 8 feet higher than the existing building to help address that issue. The footprint must remain the same, however, to avoid delays at the state approval level. In discussing the projected timeline, Mr. Feight said the Design / Development Phase, which will include more design detail, is scheduled to begin in April 2005. The project is scheduled to go to bid in August 2005. The trustees will be updated on the final proposed design at either the April or May meeting.

### **Monthly and Special Reports**

#### ***Personnel Recommendations for January 2005 (ACTION)***

Mr. Seger said that one full-time regular, one full time temporary credit faculty, and eleven part-time/adjunct credit faculty were recommended for hire. He pointed out that the full time regular position recommended for hire was Carolyn Albright for the Director of Nursing position. Mr. Alter moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

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

Referencing the General Fund, Dean Barker reported that total revenues for the reporting period were \$14 million, or 67% of the projected budget. Total expenses were \$8.8 million or 44% of the projected budget. Total revenue over expenses was \$4.6 million or a 21% favorable variance over FY04. In Auxiliary Services, the incomes for the Child Care Center and the Technical Innovation Center were \$11,500 and \$9,200, respectively, with Food Services up \$21,000 over FY04. Dr. Dahbura moved to accept the financial report as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

#### ***FY05 Budget Adjustments (ACTION)***

Dean Barker discussed the recommended mid-year budget adjustments: (1) revenue increase of \$15,000, (2) expenditure increase of \$15,000, (3) distribute \$250,000 designated fund for enrollment increases/program development, (4) distribute \$96,505 designated fund for new programs and initiatives, (5) distribute \$88,866 designated fund for general contingency, and (6)

distribute \$81,702 designated fund for accumulated staff control funds. Mr. Alter moved to approve the proposed budget adjustments as submitted. Ms. Brooks seconded and the motion carried by unanimous vote.

### ***Emergency Management Plan***

Dean Barker and Officer Gautney discussed the Emergency Management Plan, which is an update of the 1993 Crisis Management Plan. An Emergency Resource Team will be established. This team will consist of employees from each area, who will be trained in fire extinguisher use, first aid, CPR, etc. A tabbed quick guide of the manual will also be produced, along with versions for distribution to visitors and students. It was suggested that on page 7 under Campus Evacuation or Emergency Closure, the last sentence in the first paragraph be revised to include the phrase "...or the president's designee."

### **New Business**

#### ***Continuing Education Report***

Mr. Cannon said that non-credit enrollments and FTE were strong for FY04, despite anticipated declines due to several courses transitioning to credit courses. Year to date enrollments for FY05 are up compared to this same time last year. This is especially encouraging in light of the expiration of the Mack Trucks Grant and the elimination of the American Heart Association courses, which accounted for 1,217 combined enrollments in FY04. The Adult Basic Education (ABE) and GED programs are areas of growth, with enrollments increasing to 575 through the first six months of FY05 over 387 total enrollments for FY04. As of the most recent data of FY03, the College ranks 9th in FTE and 5th in unduplicated head count compared to the other 16 community colleges in the state. Mr. Cannon said the greatest challenge is space, which should be alleviated with the renovations to the Career Programs building. The Board requested quarterly updates on Continuing Education.

### **Adjournment**

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

The next regularly scheduled meeting will be held on Tuesday, February 15, 2005, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr