

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
February 15, 2005*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 15, 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
Margaret E. Hetzer
William J. Reuter

Others

Anna Barker – Dean of Administration and Finance
Joe Fox – President, SGA
Barbara Roulette – Recording Secretary
Donna Rudy – Dean of Student Affairs
Michael Seger – Director, Human Resources
Julian Sidlowski – Dean of Academic Affairs
George Soterin – Director, Plant Operations and Maintenance
Elizabeth Stull – Director, Public Information / Government Relations
Spring Ward – Chair, Faculty Assembly
Wanda Williams – Reporter, Herald Mail Company

Call To Order

Dr. Anton Dahbura, Vice Chair, presided and convened the regular meeting at 1:03 PM.

Approval of Minutes (January 18, 2005) (ACTION)

Mr. Alter moved to approve the January 18, 2005 regular meeting minutes as submitted. Mr. Reuter seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Ms. Ward summarized issues being considered and discussed by the Faculty Assembly. In response to inquiries from the Board, Ms. Ward commented on faculty viewpoints and concerns

regarding shared governance and the faculty evaluation process. She said that, in general, the faculty views the workload as fairly reasonable, but some faculty feel the shared governance system is bureaucratic and therefore unwieldy. But they understand it is an evolutionary process. When Ms. Ward indicated that some faculty were concerned with the instrument used in the faculty evaluation process, Dean Sidlowski and President Altieri explained that the FLPTC committee had decided to use the historical evaluation instrument that has been used at the College for more than ten years for the first year's evaluation, and review and revise the instrument for subsequent years.

Student Government Association

Mr. Fox discussed recent SGA activities, including the Blood Drive, Student Advocacy Day, and the Valentine's Dance on February 11th. Mr. Fox said that Homewood and Robinwood Assisted Living Communities were invited to attend the dance, which was a great success. The Board commended the SGA for scheduling a cross-generational event. Mr. Fox said that the SGA will help with landscaping at Winter Street School on April 9th and 10th, SpringFest will include a pig roast, and the SGA will participate in the Multiple Sclerosis Walk on April 16th.

President's Report

Monthly Briefing Sheets

President Altieri discussed the Monthly Briefing Sheets, designed to inform the board on pertinent departmental developments without having numerous reports at Board meetings. Briefing sheets will be distributed with board materials each month. If a Board member would like a full report on any topic, they should contact Chair Elliott or President Altieri at least 24 hours prior to the Board meeting. The Board agreed it was a good idea. They stressed that departmental summaries should be kept brief and departments that had nothing to report should not feel compelled to do so each month.

Draft Agenda for March 15th Joint Meeting with County Commissioners

President Altieri discussed the draft agenda for the joint meeting with the County Commissioners. He said we plan to invite 3 students to tell their stories and indicate the role HCC has played in their lives. The draft operating budget has been built with the assumption of a 15% increase from the County for FY06. The Board voiced no objection to having the Administration present the plan and budget for FY06 to the Commissioners, with the trustees offering follow up comments.

New Structure for Washington County Leadership Development Program

President Altieri said that the Greater Hagerstown Committee, the Chamber, and other community groups have proposed that Leadership Hagerstown be expanded and the offices be housed on the HCC campus. The new organization (501.C3) would have its own governing board and finances separate from the College. Student Leadership Hagerstown, currently

coordinated by HCC faculty Vaughn Crowl, Mike Harsh, and Louise Wine, would be incorporated into this parent model. A CEO program, offered every year, and a boardsmanship curriculum would be designed to augment the existing curriculum of Leadership Hagerstown. Space in the TIC would be used to house the offices on campus.

Review May Calendar of Campus Events

The calendar of campus events was discussed and trustees were asked to rsvp their attendance to the President's office by April 15th.

Monthly and Special Reports

Personnel Recommendations for February 2005 (ACTION)

Mr. Seger reported that one part-time regular, two part-time temporary, two part-time credit faculty, and one part-time non-credit instructor were recommended for hire. Mr. Seger pointed out that Cynthia Eyler was recommended for internal transfer to the Office of Institutional Advancement. The report also included a list of minority recruitment resources used by the College. Mr. Alter moved to approve the Personnel Recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of January 31, 2005 (ACTION)

Dean Barker reported total revenues for the reporting period were \$14 million, or 70% of anticipated revenues. Tuition revenue appeared to be on target for the fiscal year. Total expenses were \$10.2 million, or 51% of the budget. Total revenue over expenses was \$3.8 million compared to \$3.1 million last year. In Auxiliary Services, the Bookstore showed a net income of \$357,188, and the Children's Center netted \$2,313. Food Service had improved with food and beverage sales up for the reporting period. Total net income for Auxiliary Services was \$361,000. Mr. Reuter moved to accept the Financial Report as of January 31, 2005 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Board Development and Self Evaluation

Vice-chair Dahbura discussed Board development and self-evaluation in relation to a Harvard Business Review article discussing the role of boards. It was suggested that the May 10th Board Retreat be used to explore some of the themes discussed in the article. A facilitator would be used to direct the discussion. Art Callahan, Director of the Greater Hagerstown Committee, was suggested as a possible facilitator. Dr. Dahbura will continue to develop this concept and take the lead in organizing the Board development activity.

Old Business

Review Proposal for Leasing Space for Cell Tower on College Property (ACTION)

President Altieri discussed the proposal for leasing space to install a cell tower on College property. The contract had been modified to incorporate several changes suggested previously by the Board. The president reported that the proposal was still in the study stage. The tower would be a single pole, only 60 to 80 feet high, located in an isolated area near the College's baseball field. This area that is not suitable for future development and very few neighbors would be able to see it from their property. President Altieri pointed out that cell phone reception is very poor on campus and the surrounding Robinwood area. Since cell phones have become so widely used, only one pay phone remains on campus. Students and employees need better cell phone service, especially at night. In addition, the cell phone tower could help the County with its proposed Emergency Communication System, as well as provide broad band data for future use. Ms. Hetzer moved to approve the proposal as submitted, pending legal review and further negotiation. Ms. Brooks seconded, and the motion carried by unanimous vote.

Resignation of Trustee Cushwa and Resolution of Appreciation (ACTION)

President Altieri reported that Trustee Patricia Cushwa resigned from the College's Board of Trustees effective January 26, 2005 as a stipulation of her new position with the Federal Parole Commission. The President recommended adoption of a resolution in recognition and appreciation of her service to the Board. Mr. Reuter moved to adopt the resolution as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

New Business

Review First Draft of Annual Plan and Budget for FY06

Dean Barker said that the FY06 budget figures were predicated on: (1) a modest tuition increase of 3%, (2) full funding of the CADE Formula by the State (3) 15% increase of funding from the County, (4) an increase in full time faculty and support staff necessary to maintain the standard faculty/administrator/staff ratio. If the County does not increase the College's funding by 15%, program expansion and new positions would have to be re-evaluated and issues prioritized. It is also possible that Perkins and ABE/GED grants might be cut federally. The completed plan and budget for FY06 will be presented at the March or April Board meeting.

Student and Community Fee Schedule for FY06 (ACTION)

Dean Barker discussed the Student and Community Fee Schedule for FY06. She said that the academic officers review the fees prior to finalization. There were no major increases in the proposed Schedule. The timeline for finalizing the Schedule is accelerated due to the beginning of registration for Fall 2005 classes. Mr. Alter moved to approve the Student and Community

Fee Schedule for FY06 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Holiday Calendar for FY06

President Altieri said that the Holiday Calendar was created by studying the holiday calendars of other community colleges in Maryland. The number of holidays is comparable to other community colleges. Mr. Alter moved to approve the Holiday Calendar for FY06 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Academic Calendar for FY06

Dean Sidlowski said the Academic Calendar for FY06 follows the same model, including three semesters and all sessions. The schedule for FY07 will expand day and evening classes. In preparation for the renovations to the Career Programs Building, some computer labs have been moved into the ATC, and the television studio in the LRC has been temporarily converted to classrooms. Faculty are also developing and expanding on-line class offerings. It is hoped that the use of temporary buildings can be avoided during the CP building renovations. Mr. Alter moved to approve the Academic Calendar for FY06 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:20 PM.

The next regularly scheduled meeting will be held on Tuesday, March 15, 2005, in the College Center Conference Rooms 1 and 2, immediately following a joint meeting with the Washington County Commissioners.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr