

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
April 19, 2005*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 19, 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  
Pamela Christoffel  
Anton T. Dahbura, Vice-chair  
Merle S. Elliott, Chair  
William J. Reuter

Others

Carolyn Albright – Director of Nursing  
Anna Barker – Dean of Administration and Finance  
Barbara Macht – Director, Planning, Governance and Institutional Research  
Rosemary Nickerson – Vice-chair, Faculty Assembly  
Carole Richardson – Director of Instruction  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean of Student Affairs  
Michael Seger – Director, Human Resources  
Lexi Shingleton – Secretary, SGA  
George Soterin – Director, Plant Operations and Maintenance  
Margaret Spivey – Director of Technology and Computer Studies  
Elizabeth Stull – Director, Public Information / Government Relations  
Spring Ward – Chair, Faculty Assembly  
Beverly Yeagle – Division Chair-Elect, Behavioral and Social Science/Business

**Call To Order**

Mr. Merle S. Elliott, Chair, presided and convened the luncheon portion of the meeting at 12:28 PM.

**Luncheon Discussion**

Chair Elliott extended congratulations to Trustee Brooks for her re-appointment to the Board for another six-year term. He also welcomed Pamela Christoffel, who was appointed to the Board in

April 2005 to complete Patricia Cushwa's term, which she vacated January 26, 2005, due to professional conflicts.

### ***Introduction of New Division Chairs and Directors***

Margaret Spivey, Director of Technology and Computer Studies, discussed the Commercial Vehicle Training program. She said the student body is usually diverse, with many having bachelor's degrees, and some dealing with physical challenges. The size of the classes is limited by facility capacity and availability of equipment. The College is working to expand the program to possibly include modular classrooms and simulators.

Carolyn Albright, Director of Nursing, has been with the College for eleven years. She said one of her major projects is trying to coordinate the health science courses, which have been operating fairly independently in the past. The nursing program has a 100% hire rate for all graduates. There are several first year faculty positions open, and one second year position will be open with the retirement of Linda Henesy in June. Class size limitations are driven by the difficulty in hiring qualified instructors, who must have a Masters degree in nursing.

Beverly Yeagle, Division Chair-elect for Behavioral and Social Sciences/Business said that she plans to develop more partnerships and internships for students. The College is currently discussing on-site courses at First Data and Hoffman Chevrolet.

### **Approval of Minutes (March 15, 2005 Joint and March 15, 2005 Regular ) (ACTION)**

The joint and regular meeting minutes for March 15, 2005 were unanimously approved as submitted.

### **Report from Campus Groups**

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

Lexi Shingleton reported on SGA activities that included a trip to an Orioles game, the MS Walk at Antietam and in Frederick, and SpringFest. The SGA officers' retreat will be held July 29-31 at the Hershey Hotel. SGA officer elections were currently underway, and voting was electronic. (Several days following the meeting, Ms. Shingleton was declared the winner in the race for President of the SGA.)

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

Spring Ward reported on faculty activities, which included review of outcomes assessment and faculty evaluations. She noted that with the year ending, at least six faculty members would be leaving the College. On behalf of the faculty, Ms. Ward welcomed the College's newest trustee, Pam Christoffel.

## **President's Report**

### ***Board Briefing Summary***

President Altieri briefly discussed the topics included in the Board Briefing Summary for Student Recruitment and Enrollments, Human Resources, Facilities and Grounds, Planning, Governance and Institutional Effectiveness, and Institutional Advancement.

### ***Recommended Changes in Titles and Functions of Several Executive Officers (ACTION)***

President Altieri discussed the recommended title and function changes for Dean of Administration and Finance, Dean of Academic Affairs, Director of Planning, Governance, and Institutional Effectiveness, and Career Programs and Grants Specialist. He said that these changes more accurately reflect the current function for each position. Also, elevating the Dean of Academic Affairs position to Vice President would improve the College's ability to recruit effectively for a replacement for the retiring dean. Discussion ensued about possibly imposing a community residency requirement to assure that the new vice president would have a connection to the community and an understanding of local politics.

Mr. Reuter moved to approve the recommended title and function changes as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

## **Monthly and Special Reports**

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

Mr. Seger reported that two full time and part time regular and one part time credit faculty were recommended for hire. Two employees were retiring, and two were voluntarily leaving to pursue other interests. Mr. Reuter moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Mr. Seger reported that the ad hoc Salary and Benefits Review Committee surveyed local and regional data and expected to have their report ready for the May 24<sup>th</sup> board meeting.

### ***Financial Report as of March 31, 2005 (ACTION)***

Dean Barker reported that total revenue for the reporting period was \$16.5 million. County appropriations were 100% complete. Total expenditures were \$13.3 million, or 67% of the projected budget, and a positive variance of 4.5% over FY04. Revenue over expense was \$3.2 million. For auxiliary services, the Bookstore showed a loss of \$21,000, which was linked to the reporting nature of cost of goods sold. Child Care showed a profit of \$1,000, and Food Service was still showing a deficit of \$40,000. The cumulative net loss for auxiliary services was \$17,000.

Mr. Alter moved to accept the financial report as of March 31, 2005 as submitted. Mr. Reuter seconded, and the motion carried by unanimous vote.

### ***Selection of Auditors for Three Year Contract (ACTION)***

Mr. Alter, Chair of the Audit Committee, reported that following review of the proposals received for auditor, the Committee recommended that Albright, Crumbacker, Moul, & Itell (ACMI) be awarded the contract. He pointed out that ACMI had been the auditors for the College in the past and had performed well. The current recommendation in favor of ACMI was based on the fact that the three proposals received were fairly equal in price, and was consistent with the Committee's commitment to support local business when all else was equal.

Following a motion and second to approve the Audit Committee's recommendation as submitted, the motion was carried by unanimous vote.

### ***Sarbanes-Oxley Act***

Dean Barker said that the Audit Committee also discussed the Sarbanes-Oxley Act and concluded that the College would need to make some internal systems adjustments in order to be in compliance.

### **Old Business**

#### ***Board Retreat May 10, 2005***

Vice-chair Dahbura said that facilitator, Karen Depew, would be sending out a survey in advance of the retreat. The objective of the retreat was for the board to conduct an evaluative exercise exploring the role and strategic direction of the board as a governing body, and to strengthen board member relationships.

#### ***Update of Course Fees for Fall 2005 (ACTION)***

Dean Barker said that three new programs which have been developed in the Technology and Computer Studies Division all have a web component and require a lab fee. Mr. Reuter moved to approve the recommended lab fees as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### **New Business**

#### ***Proposed Continuing Education Fees for FY06 (ACTION)***

Dean Barker said that the calculation and pricing structure of the recommended fee schedule for Continuing Education for FY06 were unchanged from FY05, the first year this structure was implemented. Mr. Alter moved to approve the recommendation as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

***Review Maryland National Guard Tuition Discount (ACTION)***

Dean Barker said that the proposed tuition discount for the Maryland National Guard for FY06 was unchanged from FY05 and pertained to active members of the Guard only. Ms. Brooks moved to approve the recommendation as submitted. Mr. Alter seconded, and the motion was carried by unanimous vote.

***Proposed Budget Adjustments for FY05 (ACTION)***

Dean Barker summarized the recommended mid-year budget revisions for FY05, which were: increase of revenue by \$73,982, reallocation of expenditures \$521,135, additional equipment \$80,000, internet and information technology improvements \$190,117, parking lot overlay and repairs \$325,000, and a net utility increase \$50,028.

Following a motion and second to approve the proposed mid-year budget revisions as submitted, the motion was carried by unanimous vote.

***Proposal to Expand the ESSENCE Program to Out-of-County and Out-of-State Students (ESSENCE II) (ACTION)***

President Altieri said that the ESSENCE program was extremely successful this year. This proposed extension to the program would allow out-of-state and out-of-county high school or home school students, who meet the academic and age requirements set forth in ESSENCE, to receive a 25% reduction on the tuition they would normally pay for college credit courses. The Board agreed that the extension of ESSENCE was a good idea, and several board members suggested that the College explore additional sources of funding outside of this area through the Foundation. President Altieri said that ESSENCE students are not enrolled in oversubscribed classes because they are normally enrolled in General Education classes.

Mr. Reuter moved to approve ESSENCE II as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote.

***Approval of May Candidates for Certificates and Degrees (ACTION)***

Dr. Dahbura moved to approve the May candidates for certificates and degrees as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***Approval of Proposed Faculty Promotions for FY06 (ACTION)***

Having met all the professional requirements, David Karstaedt, Tanya Mayer, Karen Weil-Yates, Elaine Ashby, Nancy Thorpe, Theresa Bidle, Louise Wine, and Ellen Smith were recommended for promotion. Having met all the professional requirements, Paula Kessler, Suzannah Moran, and David Yohman were recommended for tenure. Ms. Christoffel moved to approve the faculty promotions for FY06 as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

**Citizen Participation**

Rosemary Nicherson mentioned that the ESSENCE II program could be in conflict with West Virginia's Promise Program.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:15 PM.

The next regularly scheduled meeting will be held on Tuesday, May 24, 2005, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr