

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
May 24, 2005*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 24, 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  
Margaret E. Hetzer

Others

Ogheneruona Agore-Iwe – Treasurer, SGA  
Lance Baker – Instructor, Radiography  
Anna Barker – Dean of Administration and Finance  
Michele Blash – Instructor, Practical Nursing Program  
Lieba Cohen – Director, Institutional Advancement  
Brent Feight – Bushey Feight Morin Architects  
Aaron House – Bushey Feight Morin Architects  
Kristy Jenkins – Secretary, SGA  
Barbara Macht – Director, Planning, Governance and Institutional Research  
William Mann – Campaign Coordinator / Foundation  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean of Student Affairs  
Michael Seger – Director, Human Resources  
Lexi Shingleton – President, SGA  
Ashley Staubs – Vice-President, SGA  
George Soterin – Director, Plant Operations and Maintenance  
Elizabeth Stull – Director, Public Information / Government Relations  
Spring Ward – Chair, Faculty Assembly  
Jason Weddle – Instructor, Physical Education / Athletic Trainer

**Call To Order**

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 1:40 PM.

### **Update on Career Programs Building Renovations**

Aaron House and Brent Feight presented architectural drawings of the Career Programs renovations. Mr. House said green spaces have been planned next to the building to provide meeting areas and to soften the exterior. Atrium windows will be placed in an elevated section on top of the building to provide natural light into the main entry. In an effort to change the contours of the exterior shell, a metal material panel will be attached to the right front corner to add height and visual interest in texture and elevation. The appearance of the boiler plant will be buffered with hedgerows. It is expected that a contractor will be selected by November.

The Board expressed some concern about the design of the exterior of the building and requested additional visual detail. Several trustees were very concerned with the use of a metal panel versus masonry and glass that would better match the rest of the campus buildings. Mr. Feight said they could provide a three-dimensional model for a later meeting.

### **Approval of Minutes (April 19, 2005 Regular Meeting Minutes) (ACTION)**

Mr. Alter moved to approve the April 19, 2005 regular meeting minutes as submitted. Ms. Brooks seconded, and the motion carried unanimously.

### **Report from Campus Groups**

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

A representative for Faculty Assembly was not present.

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

Dean Rudy introduced the SGA officers for FY06: Lexi Shingleton, President; Ashley Staubs, Vice-President; Kristy Jenkins, Secretary; and Ogheneruona Agore-Iwe, Treasurer. Ms. Shingleton reviewed SpringFest activities. She said that future activities include: a retreat for SGA leadership training in July, new student orientation, a Fall Ball, and holiday gift wrapping in collaboration with Phi Theta Kappa.

### **President's Report**

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

The President reviewed updates from Student Recruitment and Enrollments, Credit Curriculum Development, Human Resources, Administration and Finance, Facilities and Grounds, and Institutional Development.

### ***Tentative Board Meeting Dates for FY06***

President Altieri reviewed the proposed Board Meeting dates for FY06, noting that the May meeting was scheduled for one week later than usual to allow for several weeks between the Board Retreat and the regular meeting. He also noted that the dates for the November joint meeting with the State Delegation and the March joint meeting with the County Commissioners were pending confirmation by each group.

Ms. Christoffel said that delegation members had unofficially expressed the desire for their joint meeting with the College to be held earlier, perhaps in September. Chair Elliott said that this might be too early for the Maryland Association of Community Colleges (MACC) to have finalized its legislative agenda. Final action on the recommended Board dates for FY06 would be taken at the June 21, 2005 Board meeting.

### **Monthly and Special Reports**

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

Mr. Seger reported that five full-time and part-time regular positions, four part-time temporary positions, one full-time credit faculty, and three part-time credit faculty were recommended for hire. He also said that one employee was leaving the employ of the College due to mutual consent leave of absence, one employee announced retirement, and five employees voluntarily resigned.

Mr. Alter moved to approve the Personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

#### ***Financial Report as of April 30, 2005 (ACTION)***

Dean Barker reported that the total revenue for the reporting period was \$19.4 million or 96.6% of the projected budget. Total expenses were \$14.9 million or 74% of the budget. Total revenue over expenses was \$4.5 million. In Auxiliary Services, the Bookstore was showing a loss of \$91,000, which was due to the way in which Cost of Sales was reported. Child Care showed a profit of \$9,700, Food Service showed a loss of \$35,200, and the TIC showed a loss of \$50,200, for a net loss for Auxiliary Services of \$66,400.

Dr. Dahbura moved to accept the Financial Report as of April 30, 2005 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

#### ***Maryland Higher Education Commission Indicators (ACTION)***

Ms. Macht discussed the 2005 Accountability Report required by the Maryland Higher Education Commission (MHEC). She said the benchmarks were established by the College approximately five years ago. The data for transfer students were skewed, since the College can only report those students transferring to in-state public four year institutions. Many HCC

students transfer to Shepherd or Shippensburg University, and thus cannot be counted in this report. The 17% shown in the report is actually 48% when other transfer institutions are counted.

Graduate satisfaction with educational goal achievement was 98% and exceeded the benchmark by 3%. Student satisfaction with quality of transfer preparation was down slightly. Percentages for minority student enrollment, full-time faculty, and administrative and professional staff remained constant. Ms. Macht said that employer satisfaction with career program graduates was difficult to measure because many graduates do not give their permission for their employer to be surveyed. The passing rate for licensure exams for registered nurses was 90% in 2004, down from 98% in 2003. Difficulty hiring full time faculty in the nursing program was believed to be a contributing factor.

A motion was made to approve the 2005 Accountability Report as submitted. The motion was seconded and carried by unanimous vote.

### **Old Business**

#### ***Introduction of New Faculty not Previously Introduced***

##### **Michele Blash – Instructor, Practical Nursing Program**

Ms. Blash graduated from Lancaster General Hospital School of Nursing, received her bachelor's degree from Millersville State University, and her MSN from Mountain State University. She began teaching at the College in the Practical Nursing Program as an adjunct faculty member in 2003, and was hired as a full-time faculty member in January 2005.

##### **Jason Weddle - Physical Education Instructor and Athletic Trainer**

Mr. Weddle is a graduate of Hagerstown Community College, Salisbury State University, and UAB. He began teaching as adjunct faculty in Fall 2002, and was hired as a full-time instructor and athletic trainer in Fall 2004. Last fall, Mr. Weddle came to the aid of a heart attack victim in the College's Wellness Center, administering life support until emergency personnel arrived. He was voted Employee of the Month for September 2004 by the PAR Committee for his heroic efforts.

##### **Lance Baker - Radiography Instructor**

Mr. Baker graduated from Hagerstown Community College, Shepherd College with a B.A.S.E., and Frostburg State with a Masters degree in Supervision and Administration. He has worked at Frederick Memorial Hospital and Washington County Hospital, and has taught biology at North Hagerstown High School. Mr. Baker has been the cross-sectional Anatomy instructor for the past three years, and was hired as a full-time instructor in Radiography in August 2004.

## **New Business**

### ***Employee Salary Schedules for FY06 (ACTION)***

Based on the findings of their research, and after further review and analysis by Dean Barker, the ad hoc Employee Benefits and Salary Review Committee and the administration recommended the following adjustments to salary ranges for FY06: Professors - 10% increase to minimum, 7% increase to midpoint, and 5% increase to maximum; Associate Professors – 6% increase to minimum, 4% increase to midpoint, and 4% increase to maximum; Assistant Professors – 1% increase to minimum, 4% increase to midpoint, and 3% increase to maximum; Instructors – no recommended increase to minimum and midpoint, 2% increase to maximum.

Recommendations for adjustments to salary ranges for non-exempt staff were: no adjustment for grades 2-5, 1.25% increase for grades 6-7, and 5% increase for grades 8-9. It was recommended that exempt staff salary ranges be increased 5%.

Since the local area market proposed salary increases for the next fiscal year of 3% to 4%, the Committee and the administration recommended a 3.5% increase to midpoint for FY06.

A motion was made to approve the recommended adjustments to salary range and midpoint for FY06 as submitted. The motion was seconded and carried by unanimous vote.

### ***Information Technology Standards Policy***

Dean Barker reported that the Administrative Services and Information Technology Governance Committee was charged with setting campus-wide standards for computer hardware and software use. The recommended policy provides for hardware standards to be established for desktop computers, laptops, and printers, and to be assessed according to product availability, estimated lifecycle, configuration and components stability, and service agreements and warranties. Other peripherals will be handled on a case-by-case basis. Campus-wide software standards will be established as well. Instructional discipline-specific software will be determined by faculty and / or academic officers.

A motion was made to approve the recommended policy for Information Technology Standards as submitted. The motion was seconded and carried by unanimous vote.

### ***Facilities Usage Policy***

Dean Barker reported that existing procedures, regulations, and forms were reviewed and scheduling offices were surveyed by the Administrative Services and IT Committee prior to drafting the recommended policy for facilities use by outside agencies. Campus facilities are available to outside agencies if the space is not needed for a campus activity. Board approved fees would be charged, and all invoicing would be processed through the Finance Office.

A motion was made to approve the recommended policy for Facilities Use by Outside Agencies as submitted. The motion was seconded and carried by unanimous vote.

### ***Multiple Credentials Policy***

The Academic Standards, Outcomes Assessment, and Faculty Affairs Shared Governance Committee drafted criteria for students wishing to earn multiple degrees. Letters of Recognition would require three additional credits from different course work, Certificates would require six additional credits from different course work, and Degrees would require twelve additional credits from different course work. Students completing course work that does not qualify for an additional degree may be entitled to a double major designation.

A motion was made to approve the Multiple Credentials Policy as submitted. The motion was seconded and passed by unanimous vote.

### ***Workplace Learning Policy***

The Curriculum Development and Review Shared Governance Committee drafted the Workplace Learning Policy, which sets criteria for internships not governed by outside accrediting agencies. The Policy addresses the definition of workplace learning, credit-to-contact hour standards, and eligibility requirements.

A motion was made to approve the Workplace Learning Policy as submitted. The motion was seconded and passed by unanimous vote.

### **Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:21 PM.

A special meeting will be held on Wednesday, June 8, 2005 at 10:00 AM in the Administration and Student Affairs Board Room.

The next regularly scheduled meeting will be held on Tuesday, June 21, 2005, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr