

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
September 20, 2005***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 20, 2005, in the Administration and Student Affairs Building Board Room, beginning at 12:15 PM. In attendance:

Board Members

Wayne E. Alter, Jr.
Guy Altieri, Secretary / President
Carolyn W. Brooks
Anton T. Dahbura, Vice-Chair
Merle S. Elliott, Chair
Margaret E. Hetzer
William J. Reuter

Others

Anna Barker – Dean of Administration and Finance
Barbara Macht – Director, Planning, Governance and Institutional Research
Barbara Roulette – Recording Secretary
Donna Rudy – Dean of Student Affairs
Michael Seger – Director, Human Resources
Lexi Shingleton – President, SGA
George Soterin – Director, Plant Operations and Maintenance
Elizabeth Stull – Director, Public Information / Government Relations
Spring Ward – Chair, Faculty Assembly
Diane Weaver – Director, Organizational Development and Special Projects

Guests

Tiffany Arnold – Herald Mail

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 11:59 AM

Proposal to Adjourn to Executive Session

The Board voted to adjourn to Executive Session to discuss personnel matters.

Re-convene Regular Session

Following adjournment of the Executive Session, Chair Elliott re-convened the regular session at 12:31 PM.

Luncheon Discussion

Overview of Promotional Pieces

Ms Stull reviewed the latest promotional pieces, including the catalog, schedule, student handbook, Calendar of Events, Community Report, Know the Facts brochure, and print ads for recruitment. Three TV spots and four video segments were also shown.

Re-convene Executive Session

Mr. Reuter moved to adjourn to Executive Session to continue discussion of personnel matters. Ms. Brooks seconded, and the motion carried by unanimous vote.

Re-convene Regular Session

Following adjournment of the Executive Session, Chair Elliott re-convened the regular session at 1:07 PM.

Approval of Minutes (June 21, 2005 Regular and Executive) (ACTION)

Mr. Reuter moved to approve the June 21, 2005 regular and executive session minutes as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Faculty Assembly

Ms. Ward reported that the faculty had a productive retreat with the President in August. Summer activities for faculty include summer teaching, academic advising, and working on the faculty handbook. A blood drive has been scheduled for September 29, 2005 to benefit the victims of hurricane Katrina. An academic discussion about the lessons to be learned from the circumstances surrounding Hurricane Katrina will be held in a few weeks. Five faculty members have volunteered to serve as table facilitators at the upcoming Rotary program being held on the College's campus September 28, 2005, and 12 faculty will be providing professional items. P.A.R. is hosting a coffee house on Friday, September 30, 2005, in the College Center.

Student Government Association

Ms. Shingleton said that the SGA is selling Mardi Gras beads to benefit the victims of Hurricane Katrina. Club Day, designed to interest students in the various campus clubs, was held on September 20, 2005. A Slip 'N Slide was planned for the College Center September 21, 2005. For a change of pace, the SGA plans to host a country hoe down, featuring bluegrass music.

Designated Fund Balance (ACTION)

Formalizing an informal consensus of the Board at the June 8, 2005 special meeting executive session, Dr. Dahbura moved to approve a designated fund balance for FY06 for health care costs equal to the difference between worst case scenario and expected cost projections. Ms. Brooks seconded, and the motion carried by unanimous vote.

President's Report

On behalf of his family, President Altieri thanked the Board members and College employees for the cards, flowers, and expressions of sympathy received in response to the death of his father-in-law.

Board Briefing Summaries

President Altieri discussed Student Recruitment and Enrollments; Credit Curriculum Development; Human Resources; Facilities and Grounds; Planning, Governance, and Institutional Effectiveness; and Institutional Advancement. Vice President Barker said the Cell Tower Project has been delayed due to a change in Shentel's project manager. Shentel has identified two new possible campus locations for the tower – the top of the LRC and the TIC. The College has requested conceptual drawings for these two locations prior to further discussion.

Small College Funding

The Small College Funding provision of the Cade Formula provides additional state funding for those colleges whose full time equivalent (FTE) is less than 80% of the statewide median. To lessen the financial impact of losing this funding due to growth in enrollments, the Community College Funding Workgroup recommends that the "size factor component" statute be changed to allow colleges who exceed the 80% threshold to be phased out over five years, losing no more than 20% of the additional state funding in any fiscal year. Redistribution of the funds to the remaining colleges would continue to be in effect. This recommendation was endorsed by the MACC CEO group at their August 17-20, 2005 retreat and is scheduled for full MACC Board review at the October 27, 2005 Board of Directors meeting.

Maryland Higher Education Centers

The President reported that the inequity in state funding provided to the Maryland Regional Higher Education Centers (RHEC) could likely be a major legislative issue in January 2006. Currently, several of the centers serving smaller numbers of students receive a larger portion of state funding, and some centers receive no state funding at all, depending upon their administrative and operational structure. It is expected that the centers receiving less funding will press for more financial support from the state.

Wet Labs for the Technical Innovation Center

President Altieri reported that the administration has been pursuing the possibility of constructing wet labs in the TIC to support biotechnology. Senator Munson is supportive of the project and is confident the funds for construction are available through DBED. Bushey Feight Morin Architects are preparing a study of two structural approaches – renovation of existing third floor space, and an addition to the back of the building. With an 8-10 person capacity, the wet labs would primarily support TIC tenants. The County Commissioners would be asked to fund 50% of the feasibility study, and TEDCO would fund the other 50%. There are currently no wet labs in Washington County to support bio-tech start-up firms.

Response to the Aftermath of Hurricane Katrina (ACTION)

President Altieri summarized the College activities planned to assist Hurricane Katrina victims. In addition, many colleges have requested of the Maryland Higher Education Commission (MHEC) approval to waive tuition for Gulf Coast students displaced by the hurricane. The Code of Maryland Regulations (COMAR) states that boards have the authority to enact policies governing a classification of students by domicile for tuition purposes. The boards cannot just provide tuition waivers, but must first declare the students as in-county residents. To this end, the Board considered a recommendation that they designate students displaced as a result of Hurricane Katrina as in-county residents for the purpose of tuition for the academic years 2006 and 2007. All others fees would apply, and financial assistance requests would be reviewed on a case by case basis. Mr. Reuter moved to approve the recommendation as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

Monthly and Special Reports

Personnel Recommendations for September (ACTION)

Mr. Seger reviewed the personnel recommendations, pointing out that four full time faculty positions in the Nursing Department have been filled. Seventeen adjunct faculty positions still vacant are in the interview stage. Mr. Alter moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of August 31, 2005 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$7.65 million or 35% of the projected budget. Total expenses were \$2.7 million or 12.4% of the budget. Although they were slightly ahead of FY05, expenses by function were in line. Revenue over expense was \$4.9 million. The large percentage of variance of 72.8% over FY05 was due to the timing of receipt of the county funding payments. The Bookstore showed a profit of \$56,000, Child Care a loss of \$2,400, Food Service a loss of \$20,000, and the TIC a profit of \$16,000, for an aggregate income of \$50,000 for Auxiliary Services. Regarding reporting practices for Cost of Goods Sold for the Bookstore, Vice President Barker said that a few items that need to be changed have been identified, and inventory will be taken twice a year in an effort to reduce the

large variances. Ms. Brooks moved to accept the financial report as of August 31, 2005 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Report from the Audit Committee (ACTION)

An Audit Committee meeting, which included Mr. Wayne Alter, Chair, Mr. William Reuter, Dr. Anton Dahbura, Mr. Merle Elliott, Vice President Barker, Mr. David Bittorf, and President Altieri was held with the independent auditing firm of Albright Crumbacher Moul and Itell, LLP who presented the audit report for FY05 immediately prior to this regular meeting. Mr. Alter reported there were no disagreements with management and no major weaknesses were found. The firm did recommend that the capitalization policy be increased to \$5,000. The Audit Committee recommended that the Board accept the audit report for FY05 as submitted. Mr. Reuter moved to approve; Ms. Hetzer seconded, and the motion carried by unanimous vote.

Annual Governance Report

Dean Macht reported that a shared governance model was implemented in 2004 in order to give College employees the opportunity to have a voice in policy creation. The membership of all governance committees is cross constituent. Standing governance committees are Teaching and Learning, Academic Standards, Assessment and Faculty Affairs Committee, Curriculum Development and Review, Student Affairs, Administrative and Information Technology Services, and Human Resources. Since January 2003, the following ad hoc committees have been created by the Governance Council and / or the president to study a specific issue: Web Registration; Faculty, Load, Promotion, and Tenure; Campus Scheduling Support; Salary and Benefits Research; Multicultural; Pride and Recognition (PAR); and Security. The Governance Council and standing committee co-chairs are scheduled to meet on October 14, 2005 to prioritize and better clarify assignments.

Opportunities for employee participation are varied. All meetings of governance committees and the Governance Council are open to any interested College employee. Various issues have been presented to Faculty Assembly for feedback, and open forums generally attract a large number of employees. Of the sixteen new policies approved by the Board in 2005, employees had an opportunity to provide input for all sixteen. Although time commitment is often cited as a concern, the general response to shared governance by the campus community has been favorable.

New Business

Volunteer Policy (ACTION)

Ms. Cohen discussed the recommended policy for the creation of a College volunteer corps. The purpose of the Corps would be to enhance the ability of the College to function in the most efficient and cost-effective manner while providing opportunities for community involvement. At no time would volunteers usurp employee or student worker jobs. Benefits to volunteers would include a campus email address, access to computer use in the library, and reduced fees to campus events. Volunteers must be 21 years of age and willing to work without monetary

compensation. Recommendations for volunteer appointments would be presented to the Board for approval every semester. Current ARCC volunteers would not be adversely affected by this policy; they would be grandfathered until their names could be presented for appointment at the October Board meeting. Ms. Cohen said the College's volunteer policy was modeled after the volunteer policy used by Washington County Hospital. The minimum age requirement of 21 addresses liability and direct supervision concerns.

Mr. Alter moved to approve the volunteer policy as submitted with the provision that the current volunteers remain unaffected until their recommendation for appointment is presented at the October Board meeting. Dr. Dahbura seconded, and the motion carried by unanimous vote. The Board also suggested additional research with other colleges regarding minimum age requirements for volunteers to determine if an adjustment to the policy is warranted.

Catastrophic Sick Leave Bank (ACTION)

Mr. Seger reported that the Catastrophic Sick Leave Bank that had been described in the 1993 Staff Manual was vague and contained inequities in donation and utilization. It was suspended pending further review by the Human Resources Committee. The purpose of the current policy is to establish a means by which participating employees might lessen the financial impact of a catastrophic illness by being able to use additional sick leave donated by fellow employees. The catastrophic illness must be diagnosed and certified by a physician, psychologist, or psychiatrist.

Board consensus was that the idea was a good one; however, they requested that additional information regarding criteria for requesting and receiving additional sick days be addressed, and the policy returned for Board consideration at the October meeting.

August Candidates for Certificates and Degrees (ACTION)

Mr. Reuter moved to approve the August candidates for certificates and degrees. Mr. Alter seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:52 PM.

The next regularly scheduled meeting will be held on Tuesday, October 18, 2005, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr