

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
October 18, 2005*

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

Others

Anna Barker – Vice President of Administration and Finance  
Judy Kofoet – Coordinator, Campus Volunteers  
Barbara Macht – Dean, Planning & Institutional Effectiveness  
Rosemary Nickerson – Vice-Chair, Faculty Assembly  
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

**Call To Order**

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 12:00 Noon.

**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 12:26 PM.

## **Luncheon Discussion**

### ***Salary/Compensation Consultant Discussion***

Mr. Seger said that a Request for Proposal to conduct a salary and benefit survey was sent to 11 consulting firms, of which three responded. Evaluation of the proposals indicated that Clear Management proposed the most appropriate plan for the College's needs. The ad hoc Salary and Benefit Review Committee created in 2004 would serve as a resource for Clear Management. Following study and analysis of area businesses, as well as applicable local, regional, and national surveys of two and four year Maryland colleges and universities, a final report from Clear Management would contain the study results, along with recommendations for any adjustments that were deemed appropriate. The Board felt any further presentation by Clear Management at the November Board meeting was not necessary.

### **Approval of Minutes (September 20, 2005 Executive and Regular) (ACTION)**

Mr. Alter moved to approve the regular and executive meeting minutes as submitted with the provision that on page 5 of the regular meeting minutes under Report from the Audit Committee, the word "letter" be removed from the second sentence so that it would read, "Mr. Alter reported there were no disagreements with management and no major weaknesses were found." Dr. Dahbura seconded the motion with provision, and the motion carried by unanimous vote.

## **Report from Campus Groups**

### ***Faculty Assembly***

Ms. Ward said that we are midway through the 15-week semester, and the faculty is eagerly awaiting the arrival of Dr. Judith Oleks, the new Vice President of Academic Affairs. Faculty Assembly has been discussing the faculty Web pages, make up exams and fees, and the Teaching and Learning Excellence Fund.

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

Ms. Shingleton reported that the Hoe Down held on October 7, 2005, was a success with 85 to 100 people attending. Future SGA activities include a blood drive on November 9<sup>th</sup>, and the Great American Smoke Out on November 17<sup>th</sup>. In addition, a workshop for local high school SGA students is planned in January.

## **President's Report**

### ***Board Briefing Summaries***

President Altieri reported the highlights from the various departments on campus. In discussing the Children's Learning Center, he said that the total capacity is 65 children, with HCC students given first priority, followed by HCC employees, and then the public.

The College recently signed a collaboration agreement with Shepherd University, the most significant point of which is the tuition discount offered to HCC students.

The College has informed Shentel that only the original site next to the softball field would be considered for the location of the cell tower on campus. Shentel might be looking for alternative off campus locations.

President Altieri and Dean Macht recently met with Dr. Elizabeth Morgan and Dr. Patricia Abernethy of the Washington County Public Schools to discuss sharing more information and data between the two educational entities. A letter of agreement formalizing the information sharing is being developed.

### ***Institutional Priorities for FY07***

President Altieri discussed the following institutional priorities for FY07: (1) seek increased public and private funds to support recent and projected enrollment increases, (2) support and promote new and existing programs of study and instructional designs, (3) complete the renovation of the Career Programs Building and update the Facilities Master Plan, (4) further develop a proactive enrollment management system and related marketing strategies, (5) improve the marketing of all aspects of the College's mission and more directly integrate formative promotional initiatives, (6) employee hiring, planning, development, evaluation, and compensation, (7) make necessary technology improvements, (8) continue to integrate annual planning and budgeting activities, operational systems improvements, and assessment and effectiveness measures to be well aligned with the College's vision and strategic goals, (9) continue to refine the shared governance model and further improve the campus climate and culture, (10) further implement all aspects of the Student Learning Outcomes Assessment (SLOA) Plan, (11) strategic partnership projects with USM-Hagerstown Center, area universities, Washington County Public Schools (WCPS), and area health systems and hospitals, and (12) continue to improve master class schedules and electronic faculty load reports and the related automated calculation of overload and adjunct payrolls.

### ***60<sup>th</sup> Anniversary Celebration***

President Altieri reviewed the activities and events planned to celebrate the College's 60<sup>th</sup> Anniversary from September 2006 through August 2007. The Board requested a list of those events trustees are expected to attend. The Board also wondered if the date of the Golf Tournament could be moved to October to coincide with Fountain Head Country Club tournament dates. Mr. Alter will inquire about possible dates with the necessary contacts at the Club.

## **Monthly and Special Reports**

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

Mr. Seger reported that Dr. Judith Oleks, Vice President for Academic Affairs, was one of the two full time regular staff recommended for hire. Dr. Oleks would come to the College from Bunker Hill Community College in Massachusetts. In addition, four part time temporary positions, and four part time credit faculty positions were recommended for hire. One internal candidate was recommended for promotion, and four employees voluntarily left the College for various reasons. Mr. Reuter moved to approve the personnel recommendations as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

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

Vice President Barker reported that total revenue for the reporting period was \$7.8 million or 35.7% of the projected budget. She pointed out that the large variance in miscellaneous income was due to a coding error in the College for Kids, which will be corrected and included in the Continuing Education Tuition. This will effect a reduction in miscellaneous income in the amount of \$48,944. Total expenditures were \$4.4 million or 20% of the budget. Expenses by function were in line with FY05. Total revenue over expense was \$3.4 million compared to \$3.2 million for FY05. For auxiliary services, the Bookstore showed a net income of \$92,000, Child Care a loss of \$5,500, Food Service a loss of \$9,800, and the TIC a net income of \$16,500, for a net income of \$93,000 for the Auxiliary Fund. Ms. Brooks moved to accept the financial report as of September 30, 2005 as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

## **Old Business**

### ***Catastrophic Sick Leave Bank Policy (ACTION)***

Mr. Seger said that the Catastrophic Sick Leave Bank Policy was revised to include some administrative criteria requested by the Board at the September 20, 2005 meeting. This policy would function as a short term disability benefit. Employees wishing to use the benefit would need to use all accrued vacation and sick days prior to requesting days from the sick leave fund. Requests for use of the fund would be evaluated by a small committee with recommendations to the HR Director. The Board requested that the second criteria that read "Employees may make only one request per calendar year to draw days from the sick bank" be deleted from the policy. Mr. Alter moved to approve the Catastrophic Sick Leave Bank policy with the suggested revision. Ms. Christoffel seconded, and the motion carried by unanimous vote.

### ***Plans to Expand the Volunteer Program***

Ms. Kofoet said that in creating the College's Volunteer Corp she researched programs at various hospitals because few colleges had comparable programs. She continues to work on the Web site, television and radio spots, newspaper ads, and several news articles. Calls of inquiry

have increased, and she expects membership in the Friends of HCC Gardens to continue to grow. A recognition day for volunteers is planned for the spring.

***Clarification of Minimum Age for Campus Volunteers (ACTION)***

The volunteer policy approved at the September 20, 2005 Board meeting set the minimum age for volunteers at age 21. Following additional research at the request of the Board, the administration recommended that the Board approve a Revised Volunteer Policy that would set the minimum age for volunteers at age 18. Ms. Brooks moved to approve the revised policy as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote.

***Current Volunteer Appointments (ACTION)***

In compliance with the newly approved volunteer policy, Mr. Alter moved to approve the appointment of current campus volunteers as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

**New Business**

***Draft Agenda for November 18, 2005 Joint Meeting with the Legislative Delegation***

President Altieri said that November 18, 2005 has been confirmed for the joint meeting with the delegation, but information regarding individual attendance is not yet available. The regular Board meeting will begin at 12 noon in the ASA Board Room. The joint meeting with the delegation will begin at approximately 2:30 PM in the College Center, Conference Rooms 1 and 2. Mr. Alter and Mr. Reuter said they will not be able to attend this meeting.

***Voluntary Employee Vision Insurance (ACTION)***

Mr. Seger said that employees have requested vision insurance as an elected benefit. AFLAC offers a voluntary plan for competitive rates that incurs no additional cost for the College. If approved, employees could enroll during the 2005 fall enrollment period with an effective date of January 1, 2006. Ms. Christoffel moved to approve the Voluntary Employee Vision Insurance as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***Revised Holiday Calendar for FY06 (ACTION)***

Mr. Seger said that the Holiday Calendar for FY06 that was approved at the February 15, 2005 Board meeting inadvertently omitted January 2, 2006 as a College holiday. The administration recommended that the Board approve a revised Holiday Calendar for FY06 that corrected this omission. Dr. Dahbura moved to approve the revised Holiday Calendar for FY06 as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:14 PM.

The next regularly scheduled meeting will be held on Friday, November 18, 2005, in the Administration and Student Affairs Board Room. The regular meeting will be followed by a joint meeting with the state delegation in the College Center, beginning at approximately 2:30 PM.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr