

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
November 18, 2005*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 18, 2005, in the Administration and Student Affairs Building Board Room, beginning at 12:00 noon. In attendance:

Board Members

Guy Altieri, Secretary / President
Carolyn W. Brooks
Pamela Christoffel
Anton T. Dahbura, Vice-Chair
Merle S. Elliott, Chair
Margaret E. Hetzer

Others

Anna Barker – Vice President of Administration and Finance
Vanessa Hammersla - Student
Barbara Macht – Dean, Planning and Institutional Effectiveness
Judith Oleks – Vice President of Academic Affairs
Dave Porter - Student
Barbara Roulette – Recording Secretary
Donna Rudy – Dean of Student Affairs
Lexi Shingleton – President, SGA
George Soterin – Director, Plant Operations and Maintenance
Elizabeth Stull – Director, Public Information / Government Relations
Spring Ward – Chair, Faculty Assembly
Bonnie Zampino – Assistant Director, Human Resources

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 12:25 PM.

Luncheon Discussion

President Altieri introduced Dr. Judith Oleks, Vice President of Academic Affairs. Prior to accepting this position at HCC, Dr. Oleks served as Dean of professional studies at Bunker Hill Community College in Massachusetts. Dr. Oleks observed that HCC's budget planning process is an excellent way to build a budget and be aware of any gaps that exist. The interaction with local schools through the Learning Communities was a nice surprise. The Board welcomed Dr. Oleks and wished her continued success in her new role.

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

Dr. Dahbura moved to approve the November 18, 2005 regular meeting minutes as submitted. Ms. Brooks seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Ms. Ward said that faculty comments regarding the budget planning meetings have been positive. Dr. Oleks, Dean Macht, and Dr. Richardson attended faculty assembly recently. Ms. Ward invited anyone wishing to attend a faculty assembly session to please contact her in advance. P.A.R. (Pride and Recognition) sponsored a potluck Thanksgiving lunch, which was attended by over 100 employees. Ms. Ward thanked the Board for supporting P.A.R. activities.

Student Government Association

Ms. Shingleton discussed recent SGA activities, which included The Great American Smokeout, Sight and Sound, and Open Mike Night. On January 27, 2006, the SGA is sponsoring a workshop for student government representatives from area high schools. In conjunction with the Alumni Association, they plan to hold an intergenerational Valentine's Day Dance similar to the one held last year.

President's Report

Board Briefing Summary

President Altieri discussed the merger of the Wellness Center and Athletic Training Room, the women's volleyball team and individual performances of members of the cross country teams at their respective national competitions, business training, conferences, Datatel action planning, POS (Program Open Space) Funding, human resources, planning, governance, institutional effectiveness, and grants development.

Introduction of Holiday Card Contest Winners

Ms. Stull introduced Vanessa Hammersla, winner of the College's 2005 holiday card contest. Ms. Hammersla is a resident of Clear Spring, Maryland, and is currently enrolled in JTI. She is nearing completion of her certificate in Graphic Design. Mr. Dave Porter, whose holiday card design placed second, also lives in Clear Spring, Maryland. He is majoring in visual arts. Congratulations to Ms. Hammersla and Mr. Porter for their success in the contest.

Update on Department of Labor (DOL) Grant

President Altieri said that the College has received information regarding accessing the grant funds. In addition, Vice President Barker and Tammy Smith will attend a DOL workshop to learn more. Fund raising efforts will be made with local trucking firms to help raise the grant match dollars.

MACC January 23rd Workshop and Legislative Reception

Chair Elliott, Vice Chair Dahbura, Trustee Christoffel, and President Altieri plan to attend.

Community College Trustee State Network Survey

MACC distributed a network survey to determine trustees' affiliations with various policy makers in state government and willingness to contact them on behalf of community college legislation. Completed surveys should be returned to Ms. Roulette.

60th Anniversary Golf Tournament at FHCC (September 8, 2006)

In honor of the College's 60th Anniversary celebration, the Alumni Association Golf Tournament will be held at Fountain Head Country Club on September 8, 2006. The College received a very large exception from Fountain Head, which normally restricts events for outside groups to after September. Thanks to Trustee Alter for his letter of support and other trustees who were instrumental in Fountain Head's decision to grant the exception.

Monthly and Special Reports

Financial Report as of October 31, 2005 (ACTION)

Vice President Barker said that total revenue for the reporting period was \$9.9 million or 45.4% of the projected budget and \$664,000 more than FY05. Total expenses were \$6.1 million, or 28% of the budget. Expenses were in line by function. Total revenue over expense was \$3.8 million or a 5.29% favorable variance over FY05. For Auxiliary Services, the Bookstore showed an income of \$79,000, Child Care a loss of \$7,500, Food Service a loss of \$12,400, and the TIC an income of \$6,700. Total revenue over expense for Auxiliary Services was \$65,800. Dr. Dahbura moved to accept the financial report as of October 31, 2005 as submitted. Ms. Brooks seconded and the motion carried by unanimous vote.

Personnel Recommendations for November (ACTION)

Ms. Zampino reported that two full time regular, one part time regular, one full time faculty credit, two part time temporary, and four part time faculty credit positions were recommended for hire. In addition, six employees had voluntarily left to pursue other interests. Ms. Hetzer moved to approve the personnel recommendations as submitted. Ms. Christoffel seconded and the motion carried by unanimous vote.

During the Open Enrollment month of October, the College hosted health care vendors in order to provide employees with the opportunity to learn about available benefits. Most vendors visited several times throughout the month for maximum accessibility.

At the president's direction, Human Resources sent approximately 800 letters to division and department chairs at colleges and universities in West Virginia, Virginia, Pennsylvania, Maryland, Delaware, and New Jersey as part of the search for the Director of Instruction position. Response following the holiday was expected to be strong.

Old Business

60th Anniversary Events for Trustee Calendars

A trustee reunion of former and current trustees was scheduled for the October 17, 2006 Board meeting. It was alternatively suggested that the regular board meeting be held as usual at noon, and that an evening reception for former trustees and spouses be held in the evening of the same day. The Board suggested that a post card advising trustees to hold the date should go out prior to the mailing of the formal invitation.

New Business

Draft Agenda for December 20th Joint Meeting with HCC Foundation

The Board had no additions or revisions to the draft agenda.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:06 PM.

The next regularly scheduled meeting will be held on Tuesday, December 20, 2005, at the Plaza Hotel, Cumberland South Room. The regular meeting will begin at approximately 2:30 PM, immediately following a joint meeting with the Foundation Executive Board beginning at 12:00 noon.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr