

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
December 20, 2005*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 20, 2005, in the Plaza Hotel, Cumberland South Room, and beginning at 1:50 PM. 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  
William J. Reuter

HCC Staff

Anna Barker – Vice President of Administration and Finance  
Kristy Jenkins – Secretary, SGA  
Judith Oleks – Vice President of Academic Affairs  
Judith Peisen – Division Chair, Mathematics and Science  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean of Student Affairs  
George Soterin – Director, Plant Operations and Maintenance  
Elizabeth Stull – Director, Public Information / Government Relations

Others

Tiffany Arnold – Reporter, Herald Mail

**Call To Order**

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 1:50 PM.

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

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

## **President's Report**

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

President Altieri discussed the Career Development Center, the Greencastle Academy, and the Middle States 2005 Annual Conference. Franklin County's Project 720 has requested input from the College's faculty to help construct high school curricula that are more conducive to students' college success.

### ***Martin Luther King, Jr. Celebration***

The Martin Luther King, Jr. celebration, in conjunction with support from the Herald Mail, will be held on campus on January 16, 2005, 10:00 AM to 2:00 PM. The program will specifically honor Rosa Parks, and local residents, Ruth Monroe and Bill Mason.

### ***The Future of Developmental Education at HCC***

Of the 5,200 students enrolled at the College, approximately 2,000 need some remedial education – algebra, reading, or writing. Eighty percent of the students who take remedial education are successful. The College has entered into an agreement with WCPS to exchange data, including numerical data regarding academic performance. A discussion paper, *The Future of Developmental Education at HCC*, has been drafted to clarify the mission, challenges, and implementing best practices. Informal presentation of the paper at the planning meetings indicated general agreement with the concepts.

### ***Community Report Card***

Chair Elliott discussed the Community Report Card, which was prepared by the Hagerstown/Washington County Industrial Foundation, Inc. It provides a snapshot of various aspects of Washington County, including economic, education, public safety, and community health, and allows comparison to state statistics. The prison population was not included in the study to avoid skewing of the data. Chair Elliott said the committee is working with Don Bowman to include transportation data. Other topics, such as recreation, arts, and culture, could be included if aspects of those areas could be quantified for measurement.

### ***USM Request for Enrollment-Based Funding***

President Altieri discussed a letter written by MACC Director, H. Clay Whitlow, to Governor Ehrlich's office in response to a request by the University System of Maryland for a budget line item that would provide funds for the university system based on enrollment. Mr. Whitlow's letter expressed concern that any additional funding should not be outside the Cade Funding Formula, lest four year institutions and community colleges start competing for state dollars. *(Subsequent to this meeting, Mr. Whitlow received a response from the Governor indicating that any additional funding would not be outside the Cade Funding Formula.)*

## **Report from Campus Groups**

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

Kristy Jenkins, Secretary of the SGA, reported on scheduled Spring activities, including a Valentine's Day Dance and the workshop to be held on January 27, 2005 for area high school SGA representatives.

### ***Faculty Assembly***

Dr. Peisen reported that the Science Club recently traveled to Bay City, Louisiana, to deliver supplies and help build play equipment for a school that had been flooded during Hurricane Katrina. The students kept a journal, which will be published. Student assessments in general chemistry classes were above the national norm.

## **Monthly and Special Reports**

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

Vice President Barker reported that total revenue for the reporting period was \$13.5 million, or 62% of the projected budget. The 6% favorable variance compared to FY05 was largely due to receipt of the second state allocation. Total expenses were \$7.9 million, or 36% of the projected budget. Total revenue over expense was \$5.5 million compared to \$3.9 million in FY05. For Auxiliary Services, the Bookstore showed an income of \$87,000, Child Care an income of \$500, Food Service a loss of \$21,000, and Technical Innovation Center an income of \$34,000, for a net income of \$101,000 for Auxiliary Services. Mr. Reuter moved to accept the financial report as of November 30, 2005 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

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

President Altieri reported that five full-time regular, two part-time regular, one part-time faculty, and three temporary part-time faculty were recommended for hire. He pointed out that Ardyce Ketterling had accepted the position of Director for Developmental Education and Adult Literacy. Dr. Dahbura moved to approve the personnel recommendations as submitted. Mr. Reuter seconded, and the motion carried by unanimous vote.

### ***Multicultural Committee Annual Report***

The Multicultural Committee was created fourteen months ago to address issues of diversity and multiculturalism. The group recommended revising the mission and vision statements to include phrases supporting racial and cultural diversity, and to develop plans to increase minority enrollments and minority faculty. Ms. Brooks expressed a desire to participate on the Committee.

### **New Business**

#### ***December Candidates for College Certificates and Degrees (ACTION)***

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

#### ***Fee to Re-issue Duplicate Certificates (ACTION)***

Vice President Barker said that requests for certificate replacement have previously been granted without charge, but the process is lengthy, and there are significant costs to the College. Therefore, it was recommended that a \$20 fee be charged to re-issue duplicate certificates. This fee would become part of the Student and Community Fee Schedule. Mr. Reuter moved to approve the recommendation as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote.

### **Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:04 PM.

The next regularly scheduled meeting will be held on Tuesday, January 17, 2006, in the Administration and Student Affairs Board Room. (Lunch will be held in the College Center Conference Rooms.)

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr