

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
January 17, 2006*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 17, 2006. The luncheon part of the meeting, beginning at 12:00 noon, was held in the College Center. The business portion of the meeting, beginning at 1:00 PM, was held in the Administration and Student Affairs Building Board Room. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President of Administration and Finance
Barbara Macht – Dean, Planning and Institutional Effectiveness
Judith Oleks – Vice President of Academic Affairs
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

Others

Tiffany Arnold – Reporter, Herald Mail

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 12:08 PM.

Luncheon Discussion

Introduction of New Full Time Faculty

Vice President Oleks introduced eight new full time faculty members: Sonja Barnes, Cynthia Dove, Dawn Drooger, Richard Gagliardi, Karen Hammond, Andrew Keyser, Mary Beth Pfeifer, and Richard Snyder.

Introduction of Student Nominees to the All USA Academic Team

Professor Thornhill, advisor to Phi Theta Kappa, introduced Barbara Lloyd and Rachael McCloud, student nominees to the All USA Academic Team. Ms. Lloyd and Ms. McCloud are members of the state team, and have an opportunity to be selected for the national team.

Approval of Minutes (December 20, 2005 Joint and Regular Meeting) (ACTION)

Mr. Alter moved to approve the joint and regular meeting minutes for December 20, 2005 as submitted. Dr. Dahbura seconded, and the motion carried unanimously.

Report from Campus Groups

Student Government Association

Ms. Shingleton reported that welcome back week activities included smoothies, bagel day, and fondue day. To date, three schools have confirmed participation in the SGA workshop for high school student government representatives. February activities include the Valentine's Dance, Student Advocacy Day, and National Marionette Theater. Scheduled March activities include Gymkana, a hypnosis show, and providing set up and tear down assistance for the Flower and Garden show.

Faculty

Vice President Oleks reported that the recent professional workshop featured a poster session highlighting Student Learning Outcomes Assessment (SLOA). The presentations were quite impressive. Hybrid courses, which incorporate face-to-face and online instruction, are being considered. They offer students the structure of a traditional classroom setting, plus the flexibility of online delivery. Dr. Oleks said the format will probably be fairly conservative, alternating class time and online instruction on a 1:1 ratio. Student learning outcomes are expected to equal those of face-to-face classes.

President's Report

Board Briefing Summary

President Altieri discussed highlights in the departments of Student Affairs, Academic Affairs, Public Information and Government Relations, and Planning and Institutional Effectiveness.

Loss of George Elliott and Sharon Smith

The College community mourns the loss of Sharon Smith and Dr. George Elliott. Both served the College for 30 years, and will be sorely missed.

Martin Luther King Jr. Campus Celebration

In conjunction with the College, the Herald Mail co-sponsored the Martin Luther King Jr. celebration on January 16, 2006. Attendance (450 persons) exceeded that of last year, with numerous local groups participating. Activities designed for audience participation is one of the unique features of this event. Both trustees Brooks and Christoffel attended the event.

Update on Melissa Davis-Shows, Student Displaced by Hurricane Katrina

Melissa Davis-Shows, a final year nursing student at Delgado Community College, Charity School of Nursing, was displaced when Hurricane Katrina severely damaged the school last year. She is doing very well in HCC's nursing program, and will graduate in Spring 2006 in the upper portion of her class. The College received a letter of thanks for accepting Ms. Davis-Shows into the nursing program from the Provost/Dean of the Charity School of Nursing.

Pump Station Access Road

President Altieri said that the City has agreed to absorb the cost to pave an access road to the pumping station from the proposed loop road. It would include curbs, a control gate, and a turnaround, and the area around the pumping station would be landscaped. Currently, city trucks access the pumping station from Robinwood Drive, and often tear up the grass in that vicinity. The Board expressed concern that the City's agreement could indicate future plans to increase the size of the pumping station. Also, would the City be responsible for future maintenance of the road, and is that part of the contractual arrangement? It was agreed that President Altieri and Mr. Soterin would take these concerns to the City and report back to the Board.

Monthly and Special Reports

Personnel Recommendations for January 2006 (ACTION)

Mr. Seger reported that one full time regular, one part time regular, and seven part time faculty positions were recommended for hire. In addition, one position was recommended for promotion, and one employee who had served in Iraq was recommended for reinstatement to his previous position. Ms. Christoffel moved to approve the personnel recommendations as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Financial Report as of December 31, 2005 (ACTION)

Vice President Barker said that total revenue for the reporting period was \$14.3 million, or 65% of the projected budget. FY06 revenue exceeded FY05 by \$918,000. Ms. Barker noted that Miscellaneous Income might need to be adjusted down to account for cell tower rental that was included in the budget. Total expenditures were \$9.5 million or 43.7% of the budget. By function, expenditures were in line when compared with FY05. Vice President Barker pointed out that expenditures for Contracted Services in Student Services were 61% of the projected budget. This expense is dependent upon the number of students requiring sign language

interpretation. At the current rate, cost to the College for FY06 will be \$66,000. No special funding (which is available for K-12) is available at the college level to help offset these costs, which are variable each semester. It was suggested that the College consider hiring a part-time interpreter if the upward trend continues over the next several semesters. Total revenue over expense for the reporting period was \$4.8 million compared to \$4.6 million in FY05. Mr. Alter moved to accept the financial report as of December 31, 2005 as submitted. Ms. Hetzer seconded, and the motion carried unanimously.

FY06 Budget Adjustments (ACTION)

Vice President Barker said it was recommended that revenue and expenses for FY06 be decreased by \$325,178. Mr. Alter asked that future financial reports include a column with the original budget figures as well as the adjusted budget. Dr. Dahbura requested additional information about the leveling off of enrollments, which prompted the downward adjustment to revenue. President Altieri said that while enrollments have increased significantly in the ESSENCE program, enrollments for non-traditional age students have dropped off because the local economy is doing well and jobs are plentiful.

Mr. Alter moved to approve the recommended budget adjustments for FY06 as submitted. Mr. Reuter seconded, and the motion carried by unanimous vote.

Continuing Education Report

Mr. Cannon reported that in FY05, Con Ed exceeded its 2012 Strategic Plan goal for FTE by 18, and enrollment and FTE for the first half of FY06 have increased significantly compared to FY05. These increases are largely attributable to classes that are conducted for longer periods of time and programs that provide a greater FTE return to the College. Mr. Cannon said that among Con Ed's strengths are: a seasoned staff, diverse programs managed with a lean staff, and the Valley Mall Center, which is in a strategic location along the I-81 corridor. Areas for growth are: assuring that CE's mission and goals are aligned with campus support and operational departments, additional marketing for increased enrollment, improved web registration and enhancement to the College's Web site, and development of contract training in hard skills, such as truck driving, graphic design, and welding. Nine major health events are scheduled for Spring 2006, which will be hosted in Kepler theater or area hotels, depending upon attendance and venue capacity. The new conference center in the renovated Career Programs Building will provide a larger venue, as well as an opportunity to manage entire events, including registration and evaluation. Mr. Cannon distributed and discussed examples of current marketing materials for Continuing Education, including a new presentation folder.

Old Business

Delays Impacting the Timeline for the Loop Road Expansion and the Career Programs Building Renovations

Mr. Soterin reported that while reviewing plans for the renovations to the Career Programs Building, Triad Engineering and the County engineer discovered that the FEMA maps for this area were not up to date with recent development, which has altered the flood plan. The entire site plan for the CPB renovations needed to be revised. With the exception of the Maryland Department of the Environment (MDE), all necessary approvals have been obtained. To expedite the process, the Washington County Planning and Community Development Department has agreed to begin review of the plans prior to MDE's approval, which is highly unusual. Construction will be delayed by about 6 months, which could affect classroom use. Dr. Dahbura requested an aerial view of the campus for future facilities discussions.

New Business

Review and Approve the Holiday Calendar and Academic Calendar for FY07

Mr. Reuter moved to approve the Holiday Calendar and Academic Calendar for FY07 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 2:53 PM.

The next regularly scheduled meeting will be held on Tuesday, February 21, 2006, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr