

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
February 21, 2006*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 21, 2006, 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  
Anton T. Dahbura, Vice-Chair  
Margaret E. Hetzer  
William J. Reuter

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Lieba Cohen – Director, Foundation  
Roger Fairbourn – Vice President, Foundation Board of Directors  
Barbara Macht – Dean, Planning and Institutional Effectiveness  
William Mann – Campaign Coordinator, Foundation Capital Campaign  
Judith Oleks – Vice President, Academic Affairs  
Judith Peisen – Division Chair, Math & Science  
Richard Phoebus – Chair, Foundation Capital Campaign  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean, Student Affairs  
Michael Seger – Director, Human Resources  
George Soterin – Director, Plant Operations and Maintenance  
Elizabeth Stull – Director, Public Information / Government Relations  
Jess Vance – Freshman Senator, SGA  
Spring Ward – Chair, Faculty Assembly

Others

Tiffany Arnold – Reporter, Herald Mail

**Call To Order**

Dr. Tony Dahbura, Vice-chair, presided and convened the regular meeting at 12:02 PM.

### **Luncheon Discussion**

President Altieri shared with the Board some aspects of the FY07 Plan and Budget prior to the main presentation of the budget later in the meeting.

Chair Elliott and President Altieri met with Commissioners Kercheval and Nipps to discuss the merits of locating a high school on the College's campus. The commissioners were told that the College would need to further study this possibility, but that HCC felt strongly that to be considered, the school would need to be a magnet school for Advanced Placement students.

A faction of the North Hagerstown High School Stadium fundraising committee has proposed upgrading the planned construction of a high school quality track at North High to an intercollegiate quality track. This upgrade would require an additional \$50,000 in funding. Some members of the committee have requested HCC's support for this initiative contending that the College would host meets at the track. The College track is scheduled for upgrade in 2010 in the CIP plan, and the administration believes if the County is willing to appropriate funds to build a collegiate quality track, it would be more appropriately placed on the College's campus. HCC has no plans to host intercollegiate track meets in a high school venue.

The ratio of ESSENCE students who come to HCC campus to attend class and those who remain at their respective high schools is currently about 55:45. (A number of students take one class at each location.) More HCC instructors are traveling to the high schools to teach the ESSENCE courses, and more students will probably travel to campus in the future to retain the quality of instruction and provide a more conducive environment for college level courses.

### **Approval of Minutes (January 17, 2006 ) (ACTION)**

Mr. Reuter moved to approve the January 17, 2006 regular meeting minutes as submitted. Ms. Brooks seconded, and the motion carried unanimously.

### **Report from Campus Groups**

#### ***Faculty Assembly***

Dr. Peisen reported that in recent Faculty Assembly elections, Joan Johnson was elected as Division Chair of the Humanities Division, replacing Terrie Angle, who stepped down to return to a full time faculty position. Dr. Peisen was re-elected as Division Chair of the Math and Science Division. A recent DACUM has moved the College closer to developing new curriculum offerings in Medical Technology and Biologic Technology.

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

Ms. Vance reported that the SGA's recent Valentine's Day Dance was very well attended and a great success. A group of students attended Student Advocacy Day in Annapolis to meet with the Washington County state delegation and tour the capitol buildings. The National Marionette

Theater performed Peter Pan to an audience of approximately 100-150. Gymkana is scheduled for March 3, 2006.

## **President's Report**

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

President Altieri discussed highlights from various departments on campus. Representatives from the Maryland Board of Nursing visited campus on February 16 and 17, 2006 to review the PN and RN programs for accreditation. The preliminary verbal report was very complimentary of the Department's performance. A formal written report should be received in March or April and will be shared with the Board.

The College's insurance contract is up for renewal; Request for Proposals (RFPs) will be solicited. A report to the Board should be available in May.

### ***Update on Pump Station Access Road***

President Altieri and Mr. Soterin outlined the City's plan to pave the pump station access road and discussed the College's suggestion to place the road at an alternative site closer to the tree line. Mr. Soterin said the City currently has an easement to place the road on the existing sewer line. The City is currently surveying the proposed new site, and plans to begin construction in March. The Board would like to know if the City's plan to pave the access road indicates future plans to double or triple the size of the pump station. The Board expressed consensus to move forward with the placement of the road at the alternative site.

### ***Hearings on the Loop Road***

Mr. Soterin said there were two scheduled hearings for the proposed Loop Road. The Board of Zoning Appeals hearing was scheduled for March 1, 2006 to consider a variance for the College to exceed more than 600 cu. yds. of fill material in the 100 year floodplain. On March 2, 2006 the Maryland Department of the Environment (MDE) scheduled a public information hearing prompted by the Citizens for the Protection of Washington County. Of the eight couples comprising this group, two own properties that adjoin the College campus. Both meetings were expected to proceed without incident; however, the waiting periods imposed by the MDE hearing have delayed the project by two months. Bids should be ready to go out in June 2006.

### ***Draft Agenda for March 21<sup>st</sup> Joint Meeting with County Commissioners***

The Board offered no comment or objection to the proposed agenda for the joint meeting with the County Commissioners on March 21, 2006.

## **Monthly and Special Reports**

### ***Personnel Recommendations for February 2006 (ACTION)***

Mr. Seger said that two full-time regular, one part-time regular, two part-time temporary, and three part-time credit faculty were recommended for hire. In addition, Doris Bream had submitted her intention to retire effective March 31, 2006 completing 22 years of service to the College. Mr. Alter moved to approve the personnel recommendations for February as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***Financial Report as of January 31, 2006 (ACTION)***

Vice President Barker reported that total revenue for the reporting period was 70% of the projected budget or \$15.1 million compared to 69% and \$14 million in FY05. Total expenses were \$11 million or 51% of the projected budget, which exceeded FY06 by \$750,000, but only represented a .04% variance. Total revenue over expense was \$4.2 million compared to \$3.8 million in FY05. In Auxiliary Services, the Bookstore showed an income of \$558,000, which reflected the current method of reporting inventory. As a supplement, a revised Bookstore Revenue and Expense Report was prepared, which showed an income of \$76,112 for the period ending December 31, 2005. Vice President Barker said the income for the Bookstore at the end of FY06 would be equivalent to that in FY05, and an electronic point-of-sale system was being considered for FY07. Child Care showed a loss of \$800, and Food Service showed a loss of \$35,000. TIC figures were revised to: revenue - \$137,000; expense - \$94,000; and total income - \$42,784 for a net income of \$565,000 for Auxiliary Services. Ms. Hetzer moved to accept the financial report as of January 31, 2006. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***HCC Foundation's Campaign Statement***

Mr. Phoebus discussed the Foundation's capital campaign, "A Real and Worthy Purpose." For a \$5 million campaign to succeed, it was estimated that 200 donors contributing at least \$50,000 each would be needed. Several large donations have gotten the campaign off to a good start. Beginning in September, the Herald Mail has committed to publishing monthly articles featuring people who have been influential in the College's creation and development throughout its 60 years. More than 90 spaces are available for dedication through naming opportunities in the Career Programs Building. Mr. Phoebus said the Foundation will also pursue local and national foundations and government grants.

### ***Spring Enrollment Report***

President Altieri said that ESSENCE program enrollments have steadily increased, with a total headcount of 698 to date for this academic year. Enrollment of inmates, senior citizens, and students under local Employer Rate Agreements has declined. According to age group analysis, significant increases have occurred in the 19-20 year olds, and significant decreases have occurred in the 22-24 year olds. Decreases in the latter group are believed to be partially

attributable to the declining unemployment rate in the area, which was a low 3.6% in December 2005. Final Spring 2006 enrollments are expected to be even with Spring 2005 with no significant increases or decreases.

### ***Long Range Enrollment Projections***

Dean Macht, Dean Rudy, and Vice President Oleks discussed long range enrollment projections. Dean Macht said the enrollment projections through 2012, which were 5-6%, were based on historic trends, figures from WCBOE, and the College's projected program growth. The increases in CE students for 2008 and beyond reflect additional space provided by completion of the Career Programs Building renovations.

Dean Rudy said that the market of traditional age students has not been fully penetrated. High school graduates will be sent enrollment packets, including the new View Book. Special recruiting attention will be given to GED and JTI graduates and minority students, and the prison program will be invigorated.

Vice President Oleks discussed numerous strategies to enhance enrollment. Programs with increasing and declining enrollments will be more thoroughly investigated to identify strengths and weaknesses. Various scheduling options and ways in which to better retain developmental education students will also be studied, along with careful attention to student ratings of instructors to maintain quality instruction.

### **New Business**

#### ***First Draft of Annual Plan and Budget for FY07***

Vice President Barker discussed the first draft of the plan and operating budget for FY07. Projected general fund revenue at \$23.6 million represents a 9.7% increase over FY06, and is predicated on credit and non-credit tuition increases, a 15% increase in county funding, and state funding at \$5.8 million. Projected salary expense at \$1.4 million represents an 11% increase over FY06, and incorporates preliminary data from salary survey consultant, Karen Lehr. Of that 11%, new positions account for 2.71%, scale and midpoint adjustment 3.65%, increased hours 1.82%, and adjunct, tutorial, and overload 1.19%. While quotes for health care coverage have been solicited, the current version of the budget projects a 15% increase in health care cost to the College. The Board members agreed this was a good first draft of the Plan and Budget for FY07.

#### ***Student and Community Fee Schedule for FY07***

Vice President Barker discussed changes to the Student and Community Fee Schedule for FY07, pointing out that it is reviewed by the executive staff and adjusted annually. Mr. Alter moved to approve the Student and Community Fee Schedule for FY07 as submitted. Mr. Reuter seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:48 PM.

The next regularly scheduled meeting will be held on Tuesday, March 21, 2006. An Audit Committee Meeting will begin at 11:00 AM in the ASA Board Room. A joint meeting with the County Commissioners will begin at 12:00 noon in the College Center Conference Rooms 1 and 2, followed by the regular meeting to begin at approximately 2:30 PM.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr