

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
March 21, 2006*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 21, 2006, in the College Center Conference Rooms 1 and 2, beginning at 1:30 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

HCC Affiliates

Ogheneruona (Ona) Agore-lwe – Treasurer, SGA  
Anna Barker – Vice President, Administration and Finance  
Heather Barnhart – Assistant to the Director, Public Information/Govt. Relations  
Barbara Macht – Dean, Planning and Institutional Effectiveness  
Judith Oleks – Vice President, Academic Affairs  
Judith Peisen – Division Chair, Mathematics and Science  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean, Student Affairs  
Michael Seger – Director, Human Resources  
George Soterin – Director, Plant Operations and Maintenance  
Spring Ward – Chair, Faculty Assembly

Others

Tiffany Arnold – Reporter, Herald Mail  
Karen Lehr – President, Clear Management

**Call To Order**

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 1:35 PM.

**Proposal to Adjourn to Executive Session**

Dr. Dahbura moved to adjourn to Executive Session. Ms. Christoffel seconded, and the motion carried by unanimous vote.

### **Re-convene Regular Session**

Following adjournment of the Executive Session, Chair Elliott re-convened the regular session at 3:21 PM.

### **Approval of Minutes (February 21, 2006 Regular Meeting) (ACTION)**

Mr. Alter moved to approve the February 21, 2006 regular meeting minutes as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

### **Report from Campus Groups**

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

Prior to her report, Professor Ward extended condolences to the family of retired Facilities Director, Phil Snodderly, on the news of his death on March 18, 2006. Professor Ward reported that there are plans to double the number of students able to enroll in the Commercial Vehicle Training program. The Information Technology Club provides computer assistance to seniors, and will hold a LAN gaming marathon at the Valley Mall.

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

Ona discussed SGA activities, which included a celebration of Black History Month; Gymkana, which attracted an audience of about 275, an Easter egg hunt, with an expected turn out of 300; and SpringFest, which is scheduled for April 20, 2006. Ona invited one and all to join the SGA in filling Easter eggs.

### **President's Report**

President Altieri said that the College was very saddened to hear that Phil Snodderly, retired Director of Facilities, died on March 18, 2006. He shared funeral arrangements for those who planned to attend the services. Prior to his retirement in June 2004, Phil worked for the College for 23 years and remained a valued friend. He will be sorely missed.

The President provided updates on Student Recruitment and Enrollments, Credit Curriculum Development, Human Resources, Administration and Finance, Facilities and Grounds, Planning and Institutional Effectiveness, and Office of the President. Updating construction of the Loop Road, he reported that the Zoning Board of Appeals had granted the variance on the amount of dirt fill that could be used, and a decision from Maryland Department of the Environment was still pending on the Nontidal Wetlands and Waterways permit. Attorney Bill Barton was working with City engineers and legal staff to draft an agreement for the pump station access road. The Board requested that the MCTC commencement ceremony be included in the list of calendar dates for FY07.

## **Report from the Audit Committee**

Chair Alter reported that the Audit Committee met prior to the joint meeting with the County Commissioners to discuss various financial issues, including an Audit Committee Charter, the effects and implementation of Sarbanes-Oxley, policy development on various issues, and funding for the Career Programs Building renovations. A full report and recommendations will be presented to the Board as discussions are completed.

## **Monthly and Special Reports**

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

Mr. Seger said that three full-time regular staff, and five part-time temporary staff were recommended for hire. Professor Stenger has submitted his letter of intent to retire effective June 30, 2006, and one employee voluntarily left the College. Ms. Brooks moved to approve the personnel recommendations as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

### ***2005-2006 Employee Compensation Study Findings***

Ms. Karen Lehr, president of Clear Management, a Human Resources Consulting firm, reviewed the findings from the 2005-2006 Salary Survey conducted by her firm. Participants in the study were six cohort colleges, four local employers, and several regional employers. The response rate of those invited to participate was 100%. HCC staff salaries were found to be 3% below cohort and local employers, while staff scales were 2% below cohort. Overall, faculty salaries were 5% below cohort, while faculty scales matched cohort. With fewer faculty in the upper ranks, HCC's campus-wide average salaries had fallen to 4% below cohort. As a general rule, a 5% negative or positive variance was considered to be "at market."

Based on direct or indirect reports, the consultant indicated she believes that for FY07, the City of Hagerstown will implement an 8.2% increase as phase one of a three phase plan to catch up with other local government entities. Washington County recommended a 4.5% increase for county employees, and Alleghany and Frederick Counties implemented a 5.5% increase for county employees. The Washington County Board of Education negotiated a 4% general increase, and those teachers with less than 25 years experience would also receive a step increase ranging from 1.6% to 5.3%, so the total percentage of increase was not able to be calculated.

In summary, the study concluded that HCC staff salaries and scales were competitive with cohorts and local employers. While faculty salaries for the lower three ranks were below cohorts, faculty scales were competitive with cohorts. To remain competitive with cohorts and local employers, it was recommended that for FY07 staff and faculty scales be increased by 2% and staff and faculty salaries be increased by 4% or 5%.

***Financial Report as of February 28, 2006 (ACTION)***

Vice President Barker reported that total revenue for the reporting period was \$17.3 million or 80% of the projected budget. Total expenditures were \$12.6 million, or 58% of the budget, and \$918,000 greater than FY05. Total revenue over expenses was \$4.76 million. For Auxiliary Services, the Bookstore showed an income of \$458,000, Child Care showed a loss of \$10,000, Food Service showed a loss of \$33,000, and the TIC showed an income of \$52,000, for a net income of \$467,000. Discussing the Child Care loss, Ms. Barker said kindergarten enrollments have gone down in FY06. The Child Care Center is conducting a study to determine the feasibility of eliminating the kindergarten class and adding a second class for four-year olds. Ms. Brooks moved to accept the financial report as of February 28, 2006 as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

**New Business**

***Student Credit Tuition FY07 (ACTION)***

It was recommended the student credit tuition for FY07 be increased 4% for County to \$93 per credit hour, 4.5% for Out-of-County to \$148 per credit hour, and 5% for Out-of-State to \$195 per credit hour. Mr. Alter moved to approve the recommendation as submitted, and Ms. Hetzer seconded. The motion carried by unanimous vote.

***Handling Cash on Campus Policy (ACTION)***

Vice President Barker said that the Cash Receipts Policy was intended to establish campus-wide standards and controls for handling deposits, receipts, and the recording of cash receipts. Mr. Alter moved to approve the policy as submitted, and Ms. Christoffel seconded. The motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 4:07 PM.

The next regularly scheduled meeting will be held on Tuesday, April 18, 2006, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr