

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
May 30, 2006***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 30, 2006, in the College Center Conference Rooms 1 and 2, beginning at 12:00 noon. 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

HCC Administrators and Staff

Ogheneruona (Ona) Agore-lwe – Treasurer, SGA
Anna Barker – Vice President, Administration and Finance
David Bittorf – Director, Finance
David Brooks – Head Coach, Women’s Softball
Connie Devilbiss – Professor, Behavior & Social Science/Business
Barbara Macht – Dean, Planning and Institutional Effectiveness
Judith Oleks – Vice President, Academic Affairs
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Michael Seger – Director, Human Resources
George Soterin – Director, Facilities Management and Planning
Amy Sterner – Coordinator, ARCC Facility
Elizabeth Stull – Director, Public Information / Government Relations
Spring Ward – Chair, Faculty Assembly
Jason Weddle – Interim Athletic Director/Athletic Trainer

HCC Students

Cross Country Nationals Participants
Women’s Softball Team (Nationals Participants)

Others

Tiffany Arnold – Reporter, Herald Mail

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 12:06 PM.

Luncheon Discussion

Recognition of Student Athletes who Competed at the National Level Spring 2006

The Board welcomed and congratulated the Women's Softball Team and the Cross Country Team student athletes who participated in Nationals this year. Coach Brooks said that the College is gaining a reputation for producing quality players, which not only enhances recruitment of new players for HCC's athletic teams, but also provides additional opportunities for HCC student athletes to be recruited by four year institutions.

Approval of Minutes (May 2, 2006 Special Meeting Executive and Regular Sessions, April 18, 2006 Executive and Regular Sessions) (ACTION)

Mr. Alter asked that in the May 2, 2006 regular session minutes, the first two sentences of the final paragraph be combined and changed to read, "It was agreed that while current retirees would be grandfathered, they would be subject to premium and co-pay increases, as well as the mandatory mail order prescription requirement."

With the stipulated change, Dr. Dahbura moved to approve the May 2, 2006 Executive and Regular session and April 18, 2006 Executive and Regular meeting minutes as submitted. Ms. Christoffel seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Professor Ward reported that 42 faculty were in attendance at the last faculty assembly meeting and quite a few faculty were teaching this summer. Several faculty members attended the Academic Leadership Conference which dealt with outcomes assessment. HCC's students ranked above the national scores. Ms. Ward expressed some concern for the make-up exam fee policy on the agenda for consideration under New Business. Further discussion of the policy was postponed until the topic was addressed late in the meeting.

Student Government Association

Ona reported that SpringFest was not as well attended as had been expected. The new SGA officers were looking forward to their retreat June 9 – 11, 2006 at the Hershey Hotel. June 23, 2006 Chicken Little would be shown at the amphitheater.

President's Report

Board Briefing Summary

President Altieri said that the summer enrollment was up 8% and looked positive for fall. In an effort to increase contact with high school students, the College has worked on hosting the

monthly high school counselors meetings. Shentel's proposal to erect a cell tower on the College's property is concluded, as they chose not to pursue a site on campus. The Board expressed the need for the College to have good coverage for new technology. It was suggested that local carriers be lobbied and that the College keep apprised of Shentel's placement of the cell tower in this area. FY06 had been the most successful year to date for grants. It was hoped that the application for the Nurse Support Program would be re-considered by the Health Cost Review Commission at a later date.

Wet Labs for the TIC

The proposal for constructing wet labs in the TIC won unanimous support from the County Commissioners at their regular meeting on May 23, 2006. The application to TEDCO and DBED was due this week.

Update on Career Programs Building Renovations

Bids for renovations to the Career Programs Building could be ready for Board consideration and approval in August. Possible dates suggested for a special Board meeting were August 8 and August 15. Trustee Alter would not be available on August 8, and Dr. Dahbura would only be available by telephone. A specific date would be set as timelines become clearer.

Review Tentative Board Meeting Dates for FY07

Trustees Alter and Brooks mentioned several proposed Board meeting dates for which they would not be available. Board meeting dates for FY07 would be an action item at the June 20, 2006 meeting.

Monthly and Special Reports

Personnel Recommendations for May 2006 (ACTION)

Mr. Seger reported that three full-time regular positions were recommended for hire, including Mr. Gerald Haines in the position of Director of Instruction. Nine part-time temporary and two part-time credit faculty positions were also recommended for hire. Three employees left the College for various reasons. Mr. Alter moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of April 30, 2006 (ACTION)

Vice President Barker discussed the revenue and expense report as of April 30, 2006. Total revenue was \$21.3 million or 98.7% of the budget compared to \$19.4 million in FY05. Tuition and fee revenue accounted for 45% of the total revenue, with credit tuition at \$7.2 million and non-credit tuition at \$1.2 million, which exceeded projections. Total expenses were \$16 million or 74% of the budget, compared to \$14.9 million in FY05. Total revenue over expense was \$5.3 million compared to \$4.5 million in FY05. In discussing Auxiliary Services, Vice President

Barker said that the College would initiate point of sale (POS) in the Bookstore beginning July 1, 2006, to better record inventory. For the reporting period, the Bookstore showed an income of \$417,000, Child Care showed an \$11,000 loss, Food Service showed a \$44,000 loss, and the TIC showed an income of \$59,000, for a net income of \$422,000 for Auxiliary Services. Mr. Alter moved to accept the financial report as of April 30, 2006 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Old Business

Catastrophic Sick Leave Bank – Revised (ACTION)

The Board approved the original policy to establish a catastrophic sick leave bank (CSLB) at their regular meeting on October 18, 2005. The Human Resources Governance Committee recommended the following additions to that policy: (1) a 30 day waiting period (counting only College working days) before CSLB benefits could begin, and (2) the total days drawn could not exceed 60 consecutive calendar days. Mr. Alter moved to approve the policy with the recommended additions as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote.

New Business

Employee and Retiree Tuition Waiver Policy

Mr. Bittorf and Dr. Devilbiss discussed the Tuition Waiver Policy, which provided for tuition waiver for credit classes for the following: (1) regular full-time employees and dependents and spouses, (2) regular part-time employees with a minimum of 15 hours per week and minimum two years of service to the College, (3) retirees as defined by the Maryland State Retirement Association Handbook, who served the College a minimum of 10 years as a regular full-time or regular part-time employee (15 hours per week minimum), and (4) spouses and dependent children of retirees who qualify under number 3. The Board expressed concern for inclusion of spouses and dependent children of retirees, and asked to see additional data providing the amount of financial impact to the College. With this additional data, the Tuition Waiver Policy would be considered as an action item at the June 20, 2006 meeting.

Re-classifications and Promotions for Staff Positions (ACTION)

Mr. Alter moved to approve staff re-classifications as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Salary Scale for Temporary and Grant-Funded Positions (ACTION)

Dr. Dahbura moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Place in Range Salary Adjustment (PIRSA) (ACTION)

It was recommended that a place in range salary adjustment (PIRSA) be granted for FY07 for those full time employees who were below a 95% compensation ratio and who had 4 or more years full-time service (including grant-funded positions) in their current rank or grade. Approximately 14 employees would receive the PIRSA adjustment with an estimated cost of \$11,000. Mr. Alter moved to approve the PIRSA recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Policy for Acceptance of Pass/Satisfactory Grade as Transfer Credits from Other Institutions (ACTION)

Vice President Oleks said that the recommended policy was in agreement with COMAR and was endorsed by the faculty assembly. She pointed out that credit from an institution that allows students to earn a D and still receive a satisfactory grade would not be accepted for transfer by HCC for courses that require a C grade for successful completion, such as nursing courses. Ms. Christoffel moved to approve the recommended policy as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

Make-up Exam Fees Policy (ACTION)

Vice President Oleks reported that the current practice for charging fees for make up exams was at the discretion of each faculty member and thus inconsistent across campus. The Academic Standards Governance Committee, which included several faculty members, discussed the issue and unanimously recommended that make up exam fees no longer be charged. Professor Ward said that the faculty was divided on the issue, and they believed it was a classroom management decision that should remain with each faculty member. According to current practice, a make up exam fee was paid to Finance prior to the exam, and the collected fee was then paid by Finance directly to the faculty member who charged it. A number of faculty members donated the collected fee to the HCC Foundation, but that was not required.

The Board moved to approve the policy as submitted with the provision that if the Faculty Assembly achieved agreement that the make up exam fee would apply across all courses and sections, the Board would reconsider the policy. If make up exam fees were reinstated at that time, they would not be paid directly to the faculty member, but faculty could recommend which College fund should be the recipient. The motion was seconded and unanimously approved. It was noted that in the event the Faculty Assembly reached consensus in favor of a make up exam fee, the recommended policy should go back to the Academic Standards Governance Committee prior to consideration by the Board.

Code of Student Conduct (ACTION)

Dean Rudy said that the Student Affairs Governance Committee reviewed the student conduct codes of other community colleges in Maryland and collaborated with the Teaching and Learning Committee in revising the Code of Student Conduct, which would be published in the

Student Handbook. The language was simplified and prohibitive behaviors were added. The Board requested that the term “and others” be added to items G and M under Student Sanctions on page 4. Mr. Alter moved to approve the recommended policy with the suggested changes. Ms. Brooks seconded and the motion carried by unanimous vote.

Asbestos Abatement in Career Programs Building (ACTION)

Mr. Soterin said that in an effort to expedite the renovation of the Career Programs Building, the College had requested that asbestos abatement be a separate bid. All responding contractors were well qualified. It was recommended that the Board approve acceptance of the low bid of \$237,000 submitted by Retro-Environmental of Sykesville, Maryland for asbestos abatement. Dr. Dahbura moved to approve the recommendation. Ms. Brooks seconded, and the motion carried by unanimous vote.

Fund Balance Transfer for the Career Programs Building (ACTION)

It was recommended that the Board approve a General Fund Balance designation in the amount of \$1,383,593 to cover potential expenditures related to the renovation of the Career Programs Building. Fund Balance would be restored when FY08 County CIP funds were allocated for this project. Mr. Alter moved to approve the recommendation. Ms. Brooks seconded, and the motion carried by unanimous vote.

External Auditor Contract Extension FY06 Audit (ACTION)

Vice President Barker said that the audit contract was awarded to Albright, Crumbacker, Moul, and Itell, LLP, for 2004-2005 to be extended for the second and third years contingent upon the availability of funds and the quality of the prior year’s service. It was recommended that the Board extend the contract with Albright, Crumbacker, Moul, and Itell, LLP for auditing services for FY06 at the proposed cost of \$31,500. Mr. Alter 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 3:28 PM.

The next regularly scheduled meeting will be held on Tuesday, June 20, 2006, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary