

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
June 20, 2006*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 20, 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  
Pamela Christoffel  
Anton T. Dahbura, Vice-Chair  
Merle S. Elliott, Chair  
Margaret E. Hetzer  
Richard W. Phoebus

HCC Affiliates

Carolyn Albright – Director, Nursing and Health Sciences  
Anna Barker – Vice President, Administration and Finance  
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  
Elizabeth Stull – Director, Public Information / Government Relations  
Spring Ward – Chair, Faculty Assembly

Others

Tiffany Arnold – Reporter, Herald Mail

**Call To Order**

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 12:20 PM.

**Recommendation to Adjourn to Executive Session**

It was moved, seconded, and approved to adjourn to Executive Session to discuss personnel issues.

### **Re-convene Open Session**

Following adjournment of the Executive Session, Chair Elliott re-convened the open session at 1:41 PM.

### **Approval of Minutes (May 30, 2006 ) (ACTION)**

Mr. Alter moved to approve the May 30, 2006 regular meeting minutes as submitted. Ms. Hetzer seconded, and the motion carried unanimously.

### **Report from Campus Groups**

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

Professor Ward reported that approximately 60% of the faculty were teaching during the summer semester. Many were also pursuing professional development, including various workshops and conferences.

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

There was no representative present from the Student Government Association.

### **President's Report**

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

The President discussed innovations in the internship system in the Career Development and Workplace Learning Center. In addition, faculty in the Math and Science Division have become something of experts in student outcomes assessment, giving numerous presentations at conferences and workshops.

#### ***Summer Enrollment Report***

President Altieri said that the total headcount was up 6.4% and the total FTE was up 12.6% for the Summer 2006 semester. Total credits were up 12.6%, indicating that the credit load per student was increasing. Overall increases were expected to continue into the Fall 2006 semester.

#### ***Commercial Vehicle Transportation Update***

The College received a \$1.65 million federal grant from the Department of Labor to expand the CVT Program. Toward that end, three modular unit classrooms were installed at Volvo Powertrain, and three additional tractors and trailers will be purchased by August. A formal ribbon cutting ceremony is planned for September. Future plans include developing a program to train Class B drivers.

### ***Update on Need for Special August Meeting***

It was expected that the construction bids for the Career Programs Building renovations could be ready for evaluation and selection in early August. To keep the project moving forward on schedule, it was proposed and agreed that a Board meeting would be held on August 15, 2006 to address this topic and any others that might arise.

### ***MACC 2006 Annual Report***

President Altieri summarized the MACC 2006 Annual Report, citing that 2006 was an excellent financial year for Maryland's community colleges. The Small College Allocation Bill passed, which would phase out the loss of small college funding over five years. The legislature also passed the ESOL Funding bill, which raised the cap on funding from \$2.5 million to \$6 million. ESOL funding is in addition to CADE formula funding.

### ***Sonography Program***

President Altieri reported on the work being done to explore developing a Sonography Program in collaboration with the Washington County Hospital and Associated Radiologists. In an effort to meet the high cost of the program, area health care providers have been challenged to raise \$150,000 for first year funding to develop the program, and \$60,000 annually to maintain the program beyond what is realized by tuition and fee revenues. An informational luncheon is being planned to introduce the program to prospective donors.

### **Monthly and Special Reports**

#### ***Audit Committee (ACTION)***

Chair Alter reported that the Audit Committee met with the College's independent auditing firm, [Albright, Crumbacher, Moul, & Itell](#) in a pre-audit conference. The auditors reported no problems. While the Sarbanes-Oxley bill does not require compliance by non-profit organizations, the Audit Committee chose to be proactive by amending the Audit Committee Charter and policy for appointing external auditors.

The Audit Committee recommended that the Audit Committee Charter, which addresses role, membership, responsibilities, and meeting content and frequency, be approved as revised and submitted. Mr. Alter moved to approve. Ms. Christoffel seconded, and the motion carried by unanimous vote.

The Audit Committee recommended that the policy for Appointment of External Auditors be approved as revised and submitted. Mr. Alter moved to approve. Ms. Hetzer seconded, and the motion carried by unanimous vote.

***Financial Report as of May 31, 2006 (ACTION)***

Vice President Barker reported that total revenue for the reporting period ending May 31, 2006 was \$21.5 million, which was 99.7% of the budget, and \$1.8 million greater than FY05. Total expenses were \$17.8 million or 82% of the budget. Total revenue over expense was \$3.7 million. In Auxiliary Services, the Bookstore showed an income of \$405,000, Child Care showed a loss of \$17,000, Food Service showed a loss of \$45,000, and the TIC showed an income of \$68,000, for a net income of \$411,000 for Auxiliary Services. Ms. Brooks moved to accept the financial report as of May 31, 2006 as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

***Personnel Recommendations for June 2006 (ACTION)***

Mr. Seger reported that two full time faculty, one part-time temporary staff, one part-time faculty for non-credit, and one part-time faculty for credit were recommended for hire. Four employees, including George Soterin, Director of Facilities Management and Planning, voluntarily left the College. Mr. Alter moved to approve the personnel recommendations as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote.

***RN and LPN Licensure Report***

Director Albright reported that the Maryland Board of Nursing, which evaluates all nursing programs for approval, reviewed the College's Registered Nurse and Practical Nurse programs in April 2006. The evaluation team spoke to students and faculty and visited clinical sites. Both programs were approved for three years plus two years, with an interim report. Some strengths cited were: (1) well qualified and dedicated faculty, (2) positive relationships with community and clinical agencies, and (3) continuous program evaluation. Several recommendations were made for both programs. Requirements cited, which must be met for continuing approval of the programs, were: (1) a dedicated conference room for nursing faculty activities, and (2) physical facilities must meet the requirements for adequate privacy for faculty-student conferences and security for confidential documents. Both requirements are part of COMAR and will be addressed in the renovations of the Career Programs Building.

**Old Business**

***Finalize Board Meeting Dates for FY07 (ACTION)***

Mr. Alter moved to approve the Board meeting dates for FY07 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***Review Salary Rate for Deaf Interpreters (ACTION)***

Vice President Barker reported that in order to comply with the American with Disabilities Act in providing reasonable accommodation, the College contracts with Deafnet Association, Inc. to provide signers for deaf students. The rate paid to the agency is \$43/hour plus mileage, but the

interpreters receive \$25 - \$35 per hour depending upon their level of expertise. It was recommended that the College hire a pool of interpreters for deaf students as temporary staff (perhaps 8-10). Levels of expertise would be determined by background and experience. A Level I Interpreter would be paid at a rate of \$25/hour, and a Level II Interpreter would be paid at a rate of \$32/hour. The College would save the additional \$8-\$18 paid to the agency. Ms. Christoffel moved to approve as submitted. Mr. Alter seconded, and the motion carried by unanimous vote. Dr. Dahbura requested a follow up report in six months.

***Approve FY07 Plan and Operating Budget (ACTION)***

Vice President Barker discussed highlights of the Plan and Operating Budget for FY07. She reported that the general fund revenue was projected at \$2.4 million, an 11% increase over FY06. This increase was predicated on the following: (1) credit tuition increase approved by the Board for FY07, (2) projected 5% growth in credit hours, (3) projected 4.5% increase in continuing education FTE, (4) County funding at 29% of the general fund operating budget, and (5) total State funding at \$5.8 million. Projected salary expense increased by about 10% over FY06. Restricted Fund/Grant Revenue was projected at \$2.8 million. Ms. Brooks moved to approve the Plan and Operating Budget for FY07 as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

**New Business**

***Asset Capitalization and Inventory Control (ACTION)***

Vice President Barker reported that currently the College capitalizes assets with a cost greater than \$1,000. In the FY05 Management Letter, the Auditors recommended that the College increase asset capitalization on all depreciable acquisitions to \$5,000. Assets with values less than \$5,000 would not be depreciated, but expensed at the time of acquisition. Dr. Dahbura moved to approve the recommendation as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

***Adjustment of Fund Balance Designation for Health Care Expenses (ACTION)***

Vice President Barker reported that in FY07, the expected cost of health care was \$1,972,878 with the worst case scenario estimated to be \$2,473,402. Therefore, it was recommended that the fund balance designation for health care costs be increased from \$496,500 to \$500,524. Ms. Brooks moved to approve the recommendation as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

***Adjustment of SGA Fund Balance (ACTION)***

Vice President Barker reported that an invoice to the SGA to cover expenses related to the construction and furnishing of the College Center remains open. It was recommended that \$57,819.72 be transferred from the SGA Fund Balance to clear this open invoice. Mr. Alter

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

***FY06 End of Year Budget Reallocation (ACTION)***

It was recommended that the Board approve an end-of-year budget reallocation totaling \$337,914 to cover capital purchases. Ms. Christoffel move to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***FY07 Insurance Renewal – Property and Liability, Workers Compensation (ACTION)***

Vice President Barker reported that the College worked with Insurance Buyer's Council to perform an exposure identification and analysis of the property and liability risk management and insurance program. This information was used to prepare a Request for Proposal for Property and Liability Insurance with renewals effective July 1, 2006. Based on analysis of the proposals, it was recommended that Utica be awarded the FY07 Property and Liability Insurance coverage at a cost of \$187,227. Ms. Brooks moved to approve the recommendation as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

***Alternate Contributory Pension Selection Plan (ACTION)***

It was recommended that the Board elect to participate in the Alternate Contributory Pension Selection Plan as an enhancement to the state pension system. Mr. Alter moved to approve the recommendation as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

***Library Use for non-HCC Users Policy (ACTION)***

The Board requested that the word "annual" be added to the first sentence of number 3, so that the sentence reads, "An annual non-refundable fee will be charged to out-of-state residents to obtain borrowing privileges." Fees for FY07 were included in the policy, but in subsequent years, fees would be included in the Student and Community Fee Schedule. Mr. Alter moved to approve the policy with the revision. Ms. Brooks seconded, and the motion carried by unanimous vote. The Board requested a follow-up report in six months.

***Bequest to the College (ACTION)***

Vice President Barker reported that the College was the beneficiary of a lottery annuity, and the first payment had been received. It was recommended that the Board accept the gift and temporarily restrict the funds allowing sufficient time to determine the appropriate use of the funds. Mr. Alter moved to approve the recommendation as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

***Renewal of Contract (ACTION)***

Pursuant to Executive Session discussion, Chair Elliott recommended that the Board extend President Altieri's contract for one year, with compensation to be negotiated. Mr. Alter moved to approve. Ms. Hetzer seconded, and the motion carried by unanimous vote.

***Board Re-organization (ACTION)***

In accordance with Article IV of the Constitution and By-laws, Chair Elliott turned the meeting over to President Altieri to conduct an election for the office of chair for FY07. Dr. Dahbura was the sole nomination. Mr. Alter moved to close the nominations. Mr. Elliott seconded, and Dr. Dahbura was elected by unanimous vote.

Dr. Dahbura assumed chairmanship of the meeting. Ms. Brooks was nominated to serve as Vice-chair, and was the sole nomination. It was moved and seconded to close nominations, and Ms. Brooks was elected Vice-chair by unanimous vote.

Chair Dahbura added that the Board acknowledges that President Altieri will serve as Secretary/Treasurer in accordance with Section 16-202 under Subtitle 2 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:31 PM.

The next regularly scheduled meeting will be held on Tuesday, September 26, 2006, in the Administration and Student Affairs Board Room. A special meeting to discuss a number of time-sensitive issues was tentatively scheduled for August 15, 2006.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr