

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
August 15, 2006*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, August 15, 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, Vice-Chair
Pamela Christoffel
Anton T. Dahbura, Chair
Merle S. Elliott
Richard W. Phoebus

HCC Affiliates

Ona Agore-Iwe – Vice-President, SGA
Anna Barker – Vice President, Administration and Finance
Ann Clark – Instructor, English and Speech
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

Call To Order

Dr. Anton T. Dahbura, Chair, presided and convened the regular meeting at 12:03 PM.

Luncheon Discussion

October Board Meeting and Reunion with Former Trustees

President Altieri said that the October meeting would include a reunion with former trustees as part of the 60th anniversary celebration. He proposed that the regular Board meeting begin at 2:30 PM, concluding around 4:30 PM, followed by a 5:00 PM reception and 6:00 PM dinner for former trustees and their guests. The Board supported this proposal. Mr. Elliott said he would provide additional contact information for those trustees without addresses.

60th Anniversary Events for Trustees' Calendars

President Altieri mentioned the major events planned for the kick-off of the 60th Anniversary celebration in September, and asked the trustees to indicate which events they planned to attend.

Wet Labs Announcement and Marketing Updates

Ms. Stull discussed the video which captures the essence of 60 years of the College through interviews with past and present trustees, faculty, staff, and students. She said that about ten people have been included, and that the final edited version would be shown at the Alumni Ball on September 9, 2006. The Herald Mail plans to do a feature series in conjunction with the kick-off of activities in September. Rotary Day on September 20 would include a 7:30 breakfast and a 12:00 Noon lunch program. All the Rotary clubs in the County have been invited to attend either session. The College has planned a Voter Registration campaign to stress to students the importance of taking part in the political process.

President Altieri reported that the final letter has been received from TEDCO for their share of the funding for the wet labs addition to the TIC. Science faculty have planned to meet with local high school science teachers to discuss the proposed biotech program. Officials from Ft. Detrick have expressed an interest in serving on the advisory committee for developing the biotech curriculum.

Additional Topics

Chair Dahbura mentioned that there were several good articles in the latest edition of the Community College Journal regarding four year programs offered at community colleges. President Altieri said that these types of programs were especially valuable for technical program majors, which often were not offered at four year institutions, and for those community colleges in rural regions with few or no four year institutions nearby. Mr. Elliott distributed a copy of an article written by University System of Maryland, Chancellor Kirwan, in which he says that colleges should take a more active role in K-12 education in order to make the transition to college as seamless as possible. Discussion ensued about how the College could best collaborate with the Board of Education.

Approval of Minutes (June 20, 2006) (ACTION)

Mr. Alter moved to approve the June 20, 2006 executive meeting minutes as submitted. Ms. Brooks seconded, and the motion carried unanimously. Ms. Brooks moved to approve the June 20, 2006 regular meeting minutes as submitted. Ms. Christoffel seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Professor Ward reported that the League of Women Voters, The Herald Mail Company, HCC, and Antietam Cable Television were sponsoring a series of political candidates' forums. The forums would be held in Kepler Theater and would be taped and televised on Channel 99. The pre-primary forum for county commissioner candidates was scheduled for August 16, 2006. Professor Ward said she felt that the Voter Registration campaign designed to heighten student political awareness would have the support of the faculty. The day long retreat with President Altieri, Vice President Oleks, and Vice President Barker and faculty representatives, which was held on August 4, 2006, was valuable. Major concerns of the faculty were: (1) use of student evaluations, (2) third semester compensation, (3) student evaluation instrument and process, and (4) retention of retirement benefits. Professor Ward would draft a Memorandum of Understanding of the issues and agreements resulting from the retreat, with review and ultimate acceptance by she and President Altieri.

Mr. Alter complemented Professor Ward on her faculty leadership in participating in this exchange of ideas and keeping the communication process open.

Student Government Association

Ona reported that the newly-elected SGA officers attended a retreat on June 9, 2006. The first SGA event for FY07 was the Lollipopalooza, which was attended by about 300 children. Future events include the 5K Run, a September 11th Remembrance, Club Fair on September 20th, and a Welcome Back Celebration on September 28th.

President's Report

Board Briefing Summary

President Altieri discussed the new and expanded recruitment campaign implemented by Admissions, Records, and Registration. Regarding grants, the College received approval for the following funds: (1) \$56,735 from Maryland Department of Disabilities, (2) \$40,000 from Appalachian Regional Commission, and (3) \$197,529 Perkins funds. In addition, the Tri County Council Board recommended that a preliminary proposal from HCC for \$100,000 become part of the Appalachian Regional Commission project package for FY07.

Meeting Schedule and Tentative Agenda Topics for 2006-2007

President Altieri noted that the September meeting, originally scheduled for September 19th was rescheduled to September 26th to accommodate approval of the construction bid for the Career Programs Building renovations. Bids are due on September 19th. According to Brent Feight, the total cost of the project was within the budgeted \$18 million. President Altieri also noted that the Middle States Report should be added to the list of topics for the September meeting. Mr. Alter

and Mr. Phoebus said they would not be able to attend the September meeting due to schedule conflicts.

MACC Presidents' Paper on State Funds for Future CIP

President Altieri discussed the position paper written by an ad hoc MACC committee regarding state funding for future CIP projects. CIP requests from FY09 through FY12 far exceed state funding history. The College's next major project is the Arts and Sciences complex. Since state funding is based on the acquisition of local funding, the election of county commissioners who are supportive of funding for local educational facilities is critical to the College's future CIP projects.

Reviewing the Garrett County Commissioner Scholarships Model

President Altieri discussed the Garrett County Commissioners Scholarship program, which offers scholarships as part of a financial aid package to all students meeting the eligibility requirements. He pointed out that base appropriations were separate from scholarship funds. Allegany College of Maryland was considering a similar program. Several Board members felt it would be premature to move forward with a similar program, and that the College should monitor the progress of the Garrett program. The Hagerstown City Council recently donated \$25,000 to the Magnolia Foundation for University System of Maryland – Hagerstown scholarships. Mr. Phoebus said he intended to request a like donation be made to the HCC Foundation.

Monthly and Special Reports

Personnel Recommendations for August 2006 (ACTION)

Mr. Seger reported that four full time staff, two part time regular staff, two full time regular faculty credit, one full time temporary faculty credit, five part time temporary staff, four part time faculty credit, one part time voluntary instructor, and six part time instructors were recommended for hire. In that several of these individuals were minority applicants, the College is making strides in improving the diversity of the campus. Mr. Seger also thanked the individuals serving on the search committees for their valuable work in the recruitment and hiring process. Mr. Elliott moved to approve the personnel recommendations as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

Old Business

FY07 Compensation Rates for Athletic Coaches (ACTION)

Dean Rudy reported that changes in the Fair Labor Standards Act (FLSA) in August 2005 affected the classifications of the Assistant and Head Coaches. In evaluating job responsibilities, the Human Resources department concluded that Assistant Coaches should be classified as non-exempt employees. Head Coaches would continue to be classified as exempt staff. In order to

meet the requirements established by the FLSA for exempt staff, Head Coaches would be required to teach at least one course in their sports area. President Altieri said that the course would be credit-bearing, and that most Head Coaches currently teach at least one course. Dean Rudy added that many community colleges have not yet responded to the changes in the FLSA. The Board expressed some concern for the language, and suggested review by legal counsel. Mr. Elliott moved to approve the recommendation with the provision that monitoring continue. Mr. Alter seconded, and the motion carried by unanimous vote. The Board requested a follow up report once additional information is gathered.

New Business

Board Chair's Committee Appointments

Chair Dahbura appointed membership to the Board committees as follows:

Audit Committee: Trustee Elliott, Chair; Trustee Alter, Chair Dahbura
Foundation Liaison: Trustee Phoebus and Trustee Hetzer, pending acceptance.
Board Self-Evaluation Coordinator: Trustee Christoffel

Student Residency Tuition Policy(ACTION)

Dean Rudy reported that the current Student Tuition Policy had been approved by the Board in 1980 with no revisions since then. In a recent court case, which was upheld, a student protested the use of a single criterion to determine residency. In order to be in compliance with this ruling, the College has revised its criteria for determining residency and revised the policy to reflect this change. Mr. Elliott moved to approve the revised Student Residency Tuition Policy as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Report by the TIC Wet Labs Architect Review Committee (Trustee Elliott, President Altieri, Vice President Barker, and Manager Marschner)

Mr. Elliott reported that of the five firms that submitted proposals, two were rejected for technical reasons, such as adequacy of the proposal submitted, nature of prior experience, and the like. Since there was a significant difference in the bids of the remaining three firms, it was decided the committee would interview those three firms in order to evaluate them fairly. The committee would present a recommendation for selection at the September Board meeting.

Approval of August Candidates for Certificates and Degrees (ACTION)

Mr. Alter moved to approve the recommendation as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Remarks from Trustees

Mr. Phoebus distributed pledge documents for the Foundation's fund raising campaigns. He reiterated that the kick-off events of September 8 – 10 were important, and thanked everyone for their support. Dick and Lois Harrison have agreed to be the honorees for the tribute in Spring 2007.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:20 PM.

The next regularly scheduled meeting will be held on Tuesday, September 26, 2006, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr