

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
September 26, 2006*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 26, 2006, in the Administration and Student Affairs Building Board Room, beginning at 12:00 Noon. In attendance:

Board Members

Guy Altieri, Secretary / President  
Carolyn W. Brooks, Vice-Chair  
Pamela Christoffel  
Anton T. Dahbura, Chair  
Merle S. Elliott  
Margaret E. Hetzer  
Richard W. Phoebus

HCC Affiliates

Anna Barker - Vice President, Administration and Finance  
David Bittorf - Director of Finance  
Lieba Cohen - Director, Institutional Advancement  
Renee Early - Coordinator of Student Activities  
Sandy Krieger - Recording Secretary  
Barbara Macht - Dean, Planning and Institutional Effectiveness  
Judith Oleks - Vice President, Academic Affairs  
Donna Rudy - Dean, Student Affairs  
Michael Seger - Director, Human Resources  
Ashley Staubs, President, SGA  
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 12:01 p.m.

**Luncheon Discussion**

***MACC Strategic Goal V for 2006-07***

President Altieri said that MACC sets an annual agenda to correspond with its strategic goals, which are revised during the summer. He volunteered to work with Dr. Bradley Gottfried and Dr. Ronald Williams, presidents of the College of Southern Maryland and Prince George's

Community College respectively, to revise Goal V. The purpose of Goal V is to "Recommend statewide policies and best practices to ensure success of at-risk students and promote community college readiness for all high school graduates." Copies of a discussion draft of the revised goal were distributed, and President Altieri said that it will go to the MACC Board of Directors for endorsement at their October 10<sup>th</sup> meeting. The draft addresses two areas: State Funding (to assure appropriate allocation and distribution of funding to serve special needs students) and College Readiness (to implement strategies to decrease the number of immediate high school graduates who come to community colleges unprepared for college-level learning). President Altieri will provide periodic reports on MACC's progress in addressing these study topics.

### ***Trustee Reactions to 60th Anniversary Kick-off Activities and Publications***

The trustees indicated that they heard nothing but good comments about the 60th Anniversary weekend activities. Media coverage was good, and the weekend was outstanding because of excellent planning. Alumni really helped to make it a success. A series of additional events is planned including activities for former trustees, county mayors, and past professors.

### ***Trustee Meeting Schedule and Key Campus Events Update***

Copies of the revised Board of Trustees regular meeting schedule and list of key campus events for FY 07 were included with the agenda.

### ***CVT Facility Dedication and Open House***

Plans for this event on October 6 are in place. President Altieri asked the trustees to let Barbara Roulette know whether or not they can attend.

### ***Board Self-Evaluation***

As coordinator of the Board's annual self-evaluation activity, Ms. Christoffel discussed her proposal and distributed a self-assessment form along with a stamped, addressed envelope to each trustee. She suggested that everyone complete the form anonymously by ranking the 10 model standards of good practice and returning the form to her by October 5. She will tabulate the results and get the Board's consensus to help guide further discussion.

### ***Additional Topic: Career Programs Building Renovation Bids***

Mr. Elliott explained that bid specifications approved by the architect for this project were divided into Base Bid 1 (Loop Road) and Base Bid 2 (remaining surface areas, parking lots, and renovation of the Career Programs Building). One contractor bid only on Base Bid 1, and the remaining three contractors bid on both Base Bid 1 and 2. Since the low bid was \$2.4 million more than the total budget, all bids were rejected. Contractors were invited for discussion to address the bid specifications and circumstances involved. There is reason to believe an addendum to the contract for an extension of time for rebidding could yield a better outcome. A

special breakfast meeting of the Board of Trustees was tentatively scheduled for 7:30 a.m. on October 24, 2006, in the ASA Board Room to review contractor bids. .

### **Approval of Minutes (August 15, 2006) (ACTION)**

Mr. Elliott moved to approve the August 15, 2006, regular meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried unanimously.

### **Reports from Campus Groups**

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

Ms. Renee Early, coordinator of student activities, highlighted programs where student participation has increased over the past two years such as the Lollipopalooza, Valentine's Day Dance, Gymkana, and Movie Night. Twelve student clubs are active and going well. Ms. Early said student participation is still a challenge for a variety of reasons such as lack of campus housing and work schedules. They will be working with the Athletic Department on marketing strategies to increase student involvement in College intercollegiate sports events.

Ms. Early introduced the new SGA president, Ashley Staubs. Other officers were not available today because of classes or other commitments. Ms. Staubs reported that the New Student Orientation process was changed this year. Students registered online and were grouped by majors. After an initial meeting in the Kepler Theater where they were introduced to student clubs, they split into groups and were able to speak with professors in career areas such as education, criminal justice, graphic design, and business. They also toured the campus. This year 136 students participated.

Ms. Staubs reviewed some future events such as the Welcome Back Celebration and Park in the Dark for kids. She said an advisor and more interested students are needed for the Hawk Newspaper. Other activities are posted on the web site. Dr. Dahbura suggested e-mailing information to students using their campus e-mail addresses. He encouraged the SGA to keep up the good work.

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

Professor Spring Ward reported on the excellent and considerable progress being made this year in a number of areas. Administrators and faculty are working together on a Memorandum of Understanding. Several faculty met with President Altieri at a summer retreat session to outline priorities for the year. The series of open forums scheduled throughout the year is a good way to increase communication. Progress is being made on the Academic Affairs Guidebook. Through the leadership of Vice President Oleks, 20 faculty have expressed interest in a meeting to discuss professional opportunities for additional graduate work. A draft regarding Faculty Emeritus is being reviewed by faculty. Elections are around the corner and two candidate forums are scheduled from 7 to 9 p.m. in the Kepler Theater on October 18 and 19. Professor Ward announced that Professor Terrie Angle was recently selected as a board member to United Way.

Faculty discussed the make-up exam fee and thank the trustees for the opportunity to reconsider reviving the discussion, but at this time, they have no additional comments. All are invited to the second annual Coffee House from noon to 1:30 p.m. in the Hilltop Grill where campus talent will be highlighted.

## **President's Report**

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

President Altieri complimented Dr. Judy Peisen and science faculty for inviting all Washington County high school science faculty to campus to discuss high school science courses and what is expected when students attend HCC. He said he would like to see other departments take this initiative. The Greencastle College Academy model had a good beginning this fall with 30 students enrolling in six available courses at the Greencastle Antrim High School. Greencastle faculty received training enabling them to test students using our COMPASS entry test. President Altieri said that feedback has been positive regarding the day of orientation for new employees scheduled by Human Resources in August. Bookstore staff will be trained soon on the new Point of Sale system, which is anticipated for spring semester use. The Information Technology Strategic Plan is being updated and will be presented at the November 17 Board meeting. On September 20, HCC hosted Rotary Day on campus for 150 Rotarians from five Rotary Clubs. A \$500 scholarship was presented to HCC by the Hancock Rotary Club.

### ***Proposed Entrance Fountain for the Career Programs Building (ACTION)***

The College will receive a total of \$153,000 over 6 years as a beneficiary of a lottery annuity from Richard A. Murray with no restriction or direction for use. Possible consideration is the construction of a fountain in front of the renovated Career Programs Building, and drawings from a landscape architectural firm were reviewed. A recommendation to transfer the funds to the Foundation in order to dedicate the gift of lottery winnings for the purpose of constructing the fountain was discussed. The total cost of the fountain is unknown at this time, and other donors may want to contribute as well. Mr. Elliott moved that we endorse development of the fountain with cost and funding to be determined. Carolyn Brooks seconded, and the motion carried by unanimous vote. The Foundation in its fund-raising campaign would like to include a fountain as part of its objectives. Mr. Elliott made a second motion to accept the Foundation campaign offer to seek total funding for the building of the fountain, total cost yet to be determined, and that the College by this action would transfer to the Foundation as part of the cost the \$153,000 lottery annuity as received contributed to the Foundation and directed toward the fountain. Mr. Phoebus seconded, and the motion carried by unanimous vote.

### ***Meeting with Washington County Mayors***

President Altieri said that all trustees are invited to this meeting, which will be on October 23 at 6 p.m. in the Board Room.

## **Monthly and Special Reports**

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

Mr. Seger reported that two full-time staff, two part-time regular staff, one part-time temporary staff, and 23 adjunct credit faculty were recommended for hire. He noted that at least one-third of the adjunct credit faculty in this group are HCC graduates, and they perform a valuable job for the College by returning to contribute in this way. In addition, one promotion and one transfer were recommended, and two employees resigned.

The College conducted a study and determined that deans and vice presidents are underpaid compared to their counterparts at comparable sized colleges. Mr. Seger recommended, as endorsed by President Altieri, that an adjustment be made to their compensation, as specified in the personnel report, effective July 1, 2006. Mr. Elliott moved to approve the personnel and compensation recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

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

Vice President Barker discussed the revenue and expense report as of August 31, 2006. Total revenue was \$6 million or 25% of projected revenues compared to \$5.7 million last year. Tuition revenue was \$3.9 million or 41% of projections. Fees generated through August were \$569,000 or 47% of the budget. Total expenses were approximately \$2.7 million or 11% of the budget and slightly under FY 06. Total revenue over expense was \$3.4 million compared to \$2.9 million last year. In discussing Auxiliary Enterprises, Vice President Barker said the Bookstore showed a surplus of \$185,000. Installation of the Bookstore Point of Sale System is expected in late October. Child Care showed a deficit of \$9,000, Food Services showed a \$14,000 net loss, and the TIC showed an income of \$39,000, for a new surplus of \$182,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

## **Special Reports**

### ***Report from the Audit Committee (ACTION)***

Mr. Elliott, chair of the Audit Committee, reported that the Audit Committee met with auditors in the morning of September 26, 2006. Total assets this year are \$40,178,000 compared to \$39,000,000 last year. Net assets are \$35,120,000 compared to \$35,744,000. The auditors were complimentary of the work of and support provided by HCC staff. Mr. Elliott moved to accept the audit and single audit report as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

### ***Annual Governance Report (ACTION)***

Barbara Macht reported that the draft of the annual governance report will be reviewed by the Governance Council, chaired by President Altieri, at its meeting next week. The shared governance system is now in its third year at HCC. Ms. Macht proceeded to review the successes and challenges of the system. Most challenges relate to communication and time, but the system provides a growing and positive experience for all involved. Mr. Elliott moved to accept the report as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

### **Old Business**

#### ***Employee and Retiree Tuition Waiver Policy (ACTION)***

David Bittorf presented the employee and retiree tuition waiver policy by giving background information and highlighting major changes. The proposed policy will require a grade of C or better; include regular part-time employees, retirees, and dependents of retirees; and increase the maximum number of credits from 64 to 70. The following minor additions (*italics*) were suggested for clarity: (1) "Employee and Retiree **Credit** Tuition Waiver Policy" and (2) "The maximum number of credits eligible for the tuition waiver under this policy is 70 **per eligible dependent**." Mr. Elliott moved to approve the current tuition waiver policy with amendments as presented. Ms. Hetzer seconded, and the motion carried by unanimous vote.

### **New Business**

#### ***Middle States Follow-up Report (ACTION)***

Membership of the Middle States Committee included Barbara Macht, Judy Oleks, Cindy Dove, and Diane Weaver. Dean Macht reviewed areas of the follow-up report and said it was exciting to see all the faculty work on student learning outcomes brought together. Vice President Oleks said that faculty are working very hard under the leadership of Cindy Dove and the SLOA Council. If the report is approved by the trustees today, four copies will go to the Middle States Commission on Higher Education for review by a panel. Upon acceptance and recommendation of the review panel, the report will be placed on the next available Commission meeting agenda. The College will then be notified when the report has been accepted by Middle States. Mr. Elliott moved to accept the report as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

#### ***Report from the Career Programs Building Renovations Construction Bid Review Committee***

The bids for renovation of the Career Programs Building were significantly higher than the total budget based on the architect's recommendation. After interviewing some of the bidders and meeting with the architect, the Review Committee recommended that the bids not be accepted. Subject to the Board's approval, Vice President Barker will be authorized to attach an addendum to the proposal for a better result.

### ***Pell Grants***

Dr. Dahbura asked Dean Rudy to discuss Pell Grants. Dean Rudy reported that the drop in Pell grant awards between 2005 and 2006 was attributed to the federal government change in the formula for calculating state taxes in 2005. Because of this change, allowances were decreased for Expected Family Contributions (EFC). As the EFC increases, the eligibility for Pell decreases. Pell awards were lower for many students because of the formula change. Dean Rudy will seek comparable numbers from other institutions to make sure our decline is in line with everyone else.

### ***Faculty Third Semester Compensation (ACTION)***

President Altieri appointed a special ad hoc study group this past year to study the topic of full-time faculty compensation for summer teaching. Several of the group's recommendations have been endorsed by the President. Most colleges have higher compensation for full-time faculty in summer; therefore it is recommended that they be paid according to academic rank during the "third semester" (normally summer). An increase from \$635 to \$665 is recommended for full-time faculty overload and, to keep compensation competitive and to recognize long-term adjuncts, extended to adjunct faculty after teaching 12 credits. Vice President Barker said that the budget adjustment would fall between \$100-125,000, most of it going for the higher summer teaching rate. Mr. Elliott moved to accept the recommendation. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***Approval of Campus Volunteers (ACTION)***

Lieba Cohen distributed copies and reviewed a report of Volunteer Corps statistics by Judy Kofoet who could not be present today. This year's list of 128 volunteers submitted for approval includes 72 who are returning. The Volunteer Corps is growing and is a vibrant addition to the campus community. Mr. Phoebus moved to accept the list. Ms. Christoffel seconded, and the motion carried by unanimous vote.

### ***Report by TIC Wet Labs Architect Review Committee (ACTION)***

Mr. Elliott stated that five architectural firms responded to the requested proposals for design of the wet lab addition to the Technical Innovation Center, and three of the firms were interviewed. Based on the evaluations, the review committee determined that the low bidder, BMK, PC, is qualified and has relevant experience. Mr. Elliott moved that BMK, PC be approved as the architect for this addition. Mr. Phoebus seconded, and the motion carried by unanimous vote.

### ***Investment Policy (ACTION)***

David Bittorf reviewed the purpose of the investment policy and said that the revised policy could earn an additional \$40,000 a year. Mr. Phoebus moved to accept the revised investment policy. Mr. Elliott seconded, and the motion carried by unanimous vote.

***Review First Draft of Comprehensive Emeritus Policy***

President Altieri said that work was done to create a single emeritus policy for faculty, administrators, and trustees with eligibility criteria for each. Faculty are reviewing the emeritus faculty language. This will be an Action Item for the October Board meeting. A written response from the trustees to President Altieri within the next 2 weeks was requested.

***Resolution to Accept Funds from DBED for the TIC Wet Labs Addition (ACTION)***

Vice President Barker reported that the Department of Business and Economic Development has agreed that funds for the TIC wet lab addition can go directly to the College instead of to the Foundation and then to the College. President Altieri acted as secretary-treasurer to the Board of Trustees during this process. The Washington County Commissioners did conduct an action this week to have their contribution come to the College and not to the Foundation. Ms. Christoffel moved to approve the resolution. Ms. Hetzer seconded, and the motion was carried by unanimous vote.

***Remarks from Trustees***

Ms. Brooks said that she recently interviewed HCC students for three positions and they were so good that she hired six of them.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:26 p.m.

The next regularly scheduled meeting will be held on Tuesday, October 17, 2006, in the Administration and Student Affairs Board Room, beginning at 2:30 PM.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/slk