

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
October 17, 2006***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 17, 2006, in the Administration and Student Affairs Building Board Room, beginning at 2:30 PM. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Craig Fentress – Director, Information Technology
Jennifer Fisher – Director, Admissions, Records, and Registration
Ashley Lockard – Treasurer, SGA
Barbara Macht – Dean, Planning and Institutional Effectiveness
Gerry McCarney – President, Alumni Association
Judith Oleks – Vice President, Academic Affairs
Joyce Ott – Secretary, Alumni Association
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Michael Seger – Director, Human Resources
Ashley Staubs – President, SGA
Lisa Stewart – Coordinator, Alumni Association
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 2:30 PM.

Approval of Minutes (September 26, 2006) (ACTION)

Mr. Phoebus moved to approve the September 26, 2006 regular meeting minutes as submitted.
Ms. Brooks seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

Ms. Staubs and Ms. Lockard discussed upcoming SGA events, which included the Breast Cancer Awareness Walk, a blood drive, a comedy show, and the Great American Smoke Out. Open Mic Night, which will be open to the public, is planned to be the major fall event. To keep the various clubs involved and connected with student government, the SGA will levy budget sanctions on those clubs who miss more than two SGA meetings. Ms. Staubs reported that student attendance at SGA meetings is on the rise.

Faculty Assembly

Professor Ward reported that the next faculty assembly meeting will focus on campus security with a presentation by campus police officer, Henry Gautney. The faculty reunion has been postponed until the spring of 2007. The Coffee House recently sponsored by the P.A.R. committee was a great success with over 100 in attendance. Ms. Ward cited several faculty members who have received various recognition awards.

Alumni Association

In celebration of the College's 60th anniversary, Mr. McCarney, Ms. Ott, and Ms. Stewart presented the College with the final payment of \$60,000 on the Amphitheater's remaining debt. The Alumni Association plans to pay off the remaining \$88,000 Plant Fund debt over the next three years.

President's Report

Board Briefing Summary

President Altieri said that the biotech program is expected to be ready for the fall 2007 semester. An enrollment projections retreat was held in October. The revised projections, which will be presented at the December Board meeting, will cover the next 5-10 years. Projections from the Board of Education seem to be more on track than past projections. The adult market remains the hardest to predict.

Declining Enrollments at Frostburg State University

The new president of Frostburg State University, Dr. Jonathan Gibraltar, has reported that enrollments have declined, and the University is experiencing the lowest head count in 20 years. President Altieri said community college transfers to Frostburg have declined over the last ten years. Frostburg's situation could greatly affect the University System of Maryland, Hagerstown Center, since FSU is a major participant.

Institutional Priorities for FY08

President Altieri discussed the institutional priorities for FY08. The major topics are: (1) increase public and private funding, (2) support new and existing programs of study, with an increased emphasis on program outcomes, (3) complete scheduled construction projects and focus on funding for the Arts and Science Complex, (4) further develop an enrollment management system, (5) improve marketing strategies, (6) support employee planning, professional development, and performance review systems, (7) implement needed technology improvements, (8) integrate annual planning and budgeting with the College's mission, vision, and strategic goals, (9) continue to implement the new institutional effectiveness model, (10) improve the shared governance model, (11) continue strategic partnership projects, and (12) implement improvements to enhance student success.

Campus Safety and Security

A report on campus safety and security will be presented by campus police officer, Henry Gautney, as part of the regular Board meeting on November 17, 2006.

Monthly and Special Reports

Personnel Recommendations for October 2006 (ACTION)

Mr. Seger reported that seven full time regular staff, one half time faculty credit, one part time regular staff, six part time temporary staff, and eleven part time faculty credit were recommended for hire. He pointed out that Mr. Brian Struntz was recommended to fill the position of Director of Facilities Management and Planning. Mr. Elliott moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of September 30, 2006 (ACTION)

Vice President Barker reported that total revenue for the reporting period was approximately \$11 million or 45% of the budget compared to \$7.8 million in FY06. The large variance in this figure was due to the timing of receipt of the County appropriation. Total expenses were \$4.4 million or 18% of the budget. It was pointed out that the variance of \$63,000 for Student Services – Other was due to the timing of a transfer from the General Fund to fund club and SGA activities. Revenue over expense was \$6.4 million. In Auxiliary Services, the Bookstore showed a surplus of \$284,000, Child Care showed a deficit of \$9,000, Food Service showed a deficit of \$17,000, and the TIC showed a surplus of \$23,000, for a net surplus of \$281,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of September 30, 2006 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Fall 2006 Enrollment Report

Ms. Fisher discussed the fall 2006 Enrollment Report. Total head count was up 2.5% over fall 2005, with total FTE up by 1.7%. Minority enrollments increased 11.7%, and females continue to outnumber males by about 2 to 1. Enrollments of older students has declined. It was pointed out that the projected FTE goal for fall 2006 at 865.9 did not correlate with the actual FTE of 1029 for fall 2005. An updated enrollment report will be presented at the November Board meeting. Ms. Fisher said that the first Washington County College Fair was held in the ARCC with ninety college representatives participating. The success of the Greencastle College Academy has led to discussions with Waynesboro, Pennsylvania officials regarding the implementation of a similar program.

Annual Continuing Education Report

Mr. Cannon reported a 13% increase in FTE for Continuing Education in FY06, the greatest increase ever generated in one year. Significant gains have occurred in the one-day Allied Health Conferences, from four in FY04-05 to twelve in FY06-07. Most instructors for these conferences are specialists in their fields recruited from around the country. Some events are scheduled in collaboration with the Washington County Health System, and none compete with WCHS-sponsored conferences. The Mind, Body, Spirit series is showing increasing activity possibly due to aging baby boomers.

Washington County Government and First Data Merchant Services have entered into contract training agreements for their employees to pursue the credit-bearing Letter of Recognition in Management. Success of the program in Hagerstown has prompted First Data branches in Long Island and Florida to pursue similar programs with their local community colleges.

Mr. Cannon said he is working with the state to set up an independent Motorcycle Safety program. Negotiations are underway with the Valley Mall to use the parking lot next to the Country Inn for the driving instruction. The classroom portion of the course could be held at the Valley Mall site, as well.

College for Kids is tremendously successful, with a 54% increase in enrollments in 2006. With virtually no competition, this five-week summer program served over 670 children, grades 1 through 10. All activities are held on campus. The children are escorted as a group to lunch, and three staff members survey the groups throughout the day. New classes in applied arts, discovery science, technology, and literature are planned.

HCC E-mail Status Report

Vice President Barker and Mr. Fentress discussed the recent issues with receipt and delivery of e-mail through the College's server. In spring 2005, bandwidth was identified as a potential problem and corroborated by a network audit. By late summer 2005, Packet Shaper and a new Nokia Firewall were installed, both of which allowed the IT Department to maximize the available bandwidth. After considering numerous options, it was decided that working with the

University of Maryland Academic Telecommunication System (UMATS) to install a T3 line, which would provide up to 45 megabits, would be the most cost effective solution to the College's immediate bandwidth problem. This work is expected to be completed in the next few weeks. Other options, such as connecting to Network Maryland or erecting a wireless tower, have not been ruled out as long range solutions.

Old Business

Comprehensive Emeritus Policy (ACTION)

The Board requested the following corrections of typographical errors. The third sentence under "Selection Process" on page two should read, "A nomination letter must contain information and data substantiating the candidate's excellent teaching/service to the College, consistent with the criteria stated above." It was also requested that on page three, "Selection Criteria," the last sentence in number three be changed to read, "In short, the candidate has a demonstrated record of professional service that epitomizes the characteristics of an outstanding administrator." Mr. Alter moved to approve the comprehensive emeritus policy with the requested corrections. Mr. Elliott seconded, and the motion carried by unanimous vote.

New Business

Draft Agenda for Joint Meeting with Washington County Legislative Delegation, November 17, 2006

The joint meeting with the Washington County legislative delegation has been tentatively scheduled for Friday, November 17, 2006. (Following this meeting, confirmation of this date was verbally received from the Delegation Chair, Chris Shank.)

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 4:55 PM.

The next regularly scheduled meeting will be held on Friday, November 17, 2006, in the Administration and Student Affairs Board Room. A joint meeting with the Washington County legislative delegation will follow in the College Center, Conference Rooms 1 and 2, beginning at approximately 2:30 PM.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr