

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
November 17, 2006*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 17, 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  
Margaret E. Hetzer  
Richard W. Phoebus

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Craig Fentress – Director, Information Technology  
Henry Gautney – Campus Police and Safety Officer  
Barbara Macht – Dean, Planning and Institutional Effectiveness  
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

Erin Julius – Reporter, The Herald Mail

**Call To Order**

Chair Dahbura presided and convened the regular meeting at 12:06 PM.

**Entertain a Motion to Adjourn to Executive Session (ACTION)**

It was moved, seconded, and approved to adjourn to executive session to discuss personnel matters.

### **Re-convene Regular Session**

Following adjournment of Executive Session, Chair Dahbura re-convened the regular session at 1:27 PM.

### **Approval of Minutes (October 17, 2006 Regular and October 24, 2006 Special ) (ACTION)**

Ms. Christoffel moved to approve the October 17, 2006 regular meeting minutes as submitted. Mr. Alter seconded, and the motion carried unanimously.

Mr. Alter moved to approve the October 24, 2006 special meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

### **Report from Campus Groups**

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

Reporting for the SGA, Dean Rudy said that the movie, ‘A Christmas Story,’ would be shown in Kepler Theater on December 15, 2006 at 7:00 PM. This showing is free and open to the public.

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

Professor Ward said that Dean’s List Eligibility and Continuing Education Units (CEUs) were among the topics currently being discussed by Faculty Assembly. The holiday luncheon sponsored by the P.A.R. Committee would be held on December 7, 2006 in the ARCC Lobby, 11:30 – 1:00 PM.

### **President’s Report**

#### ***Introduction of the Director of Facilities Management and Planning***

President Altieri introduced Mr. Brian Struntz, the newly-hired Director of Facilities Management and Planning. Mr. Struntz said he has found everyone to be very friendly and is excited to be working at HCC.

#### ***Introduction of 2006 Holiday Card Contest Winners***

Ms. Stull introduced the second place winner, Ms. Jonelle Nobbee, who will complete the Graphics Design course in spring 2007 and plans to work toward her Associates degree in the future. Ms. Dani Ward, the first place winner, will receive her Associates degree in Graphic Design Technology in spring 2007.

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

President Altieri discussed highlights from various departments on campus. Registration has begun for the spring 2007 semester, with participation in on-line registration rising significantly over last year. The women's volleyball team went to the national tournament in Phoenix, Arizona, and cross-country runner, Tony Clement, finished in the top 100 at the national meet in El Paso Texas. The Catastrophic Sick Leave Bank was implemented in July 2006. Of the 257 eligible employees, 189 participated, donating 282 days. The Human Resources Department and the Health Sciences Division worked together to obtain influenza vaccine and offer free shots to employees.

### ***MACC Trustee Workshop and Legislative Reception***

A reminder that the MACC Trustee Workshop and Legislative Reception will be held on January 22, 2007, in the Calvert House in Annapolis. Registration forms have not yet been distributed by MACC. Mr. Phoebus, Ms. Brooks, Chair Dahbura, Mr. Elliott, and President Altieri have expressed interest in attending.

### **Monthly and Special Reports**

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

Mr. Seger said that three full time regular, one full time credit faculty, six part time temporary, and two part time credit faculty were recommended for hire. Two full time faculty have submitted letters of intention to retire. They have a combined total of 75 years of service to the College. Mr. Seger also pointed out that the format for the personnel report has been condensed to a spreadsheet model, but that additional credential information is available to the trustees upon request. The trustees expressed support for the new format. Mr. Elliott moved to approve the personnel recommendations as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

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

Vice President Barker said that total revenue for the reporting period was \$11.1 million, or 46% of the budget, compared to \$10 million in FY06. Total expenses were \$6.3 million or 26% of the budget. FY07 exceeded FY06 by \$187,000. Total revenue over expense was \$4.8 million compared to \$3.8 million in FY06. For Auxiliary Services, the Bookstore showed an income of \$110,000. Ms. Barker said the Bookstore staff has received training to use the Point of Sale system, which is currently in use. Child Care showed a loss of \$13,000, due in part to discontinuing kindergarten classes and the loss of several grants. Food Service showed a \$13,000 loss, and the TIC showed an income of \$30,500, for a net income of \$114,000 for Auxiliary Services. Mr. Phoebus moved to accept the financial report as of October 31, 2006 as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

### ***Campus Safety and Security Report***

Vice President Barker and Officer Gautney discussed the Campus Safety and Security Report. Mr. Gautney said three levels of authority have been established: one campus police officer with full police authority, two uniformed officers with arrest authority but limited traffic authority, and three security officers. Normal hours of operation are Monday through Thursday, 7:00 a.m. to 11:00 p.m., and Friday 7:00 a.m. to 3:00 p.m. Special events outside normal operating hours are also covered. No officers or security personnel are permitted to carry firearms on HCC's campus. They carry pepper spray, a collapsible night stick, and hand cuffs. The Washington County Sheriff's Department and the Maryland Tactical Unit would respond if there were an armed situation on campus. Currently, of the Maryland community colleges polled, Prince George's officers are armed, and Baltimore County and Chesapeake are requesting permission for their officers to carry firearms. Officer Gautney said the State would recognize a Board action that allowed firearms to be carried and used on campus by security personnel. The College has a safe campus, reporting a low level of criminal incidents. Some video surveillance is used, and escort shuttles are available upon request. The Emergency Response Plan provides employees with methods of response to various scenarios. The Board requested a review and recommendation from the Administration regarding the current level of security.

### **Old Business**

#### ***Comprehensive Emeritus Policy – Revised (ACTION)***

President Altieri said that the Emeritus Policy that was approved by the Board on October 17, 2006 inadvertently omitted several eligibility criteria for Emeritus Trustee. On page four, number III, 1. should include the following sentence, "Under special circumstances, trustee emeritus status may be established posthumously." In addition, number III, 3. should read, "Minimum of 6 years as College President or 3 years service as Chair and / or Vice Chair of the Board of Trustees. Past trustees who have not served a term as chair or vice chair, but have served a total of 18 years or more, would also be eligible." Mr. Phoebus moved to approve the Comprehensive Emeritus Policy as revised and submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

### **New Business**

#### ***Technology Plan Update***

In the interest of time, the Technology Plan Update was postponed to the December 19, 2006 Board meeting.

#### ***Review Master Facility Plan Components and Time Line***

Dean Macht said that the Board is scheduled to review the draft of the Master Facility Plan (MFP) in January 2007 with reviews and approval of the final draft in February 2007. The final FMP will be submitted to MHEC in March 2007. On page 4, under IV. (Plans to Meet Identified

Needs), F. (Telecommunication Development), the Board suggested adding a cell tower or wireless communication service.

***Draft Agenda for Joint Meeting with the Foundation Executive Committee***

President Altieri discussed the proposed draft agenda for the joint meeting with the Foundation Executive Committee on December 19, 2006, at the Plaza Hotel. The Board suggested no additions or revisions.

***AFLAC Voluntary Employee Benefit for Long Term Care (ACTION)***

Mr. Seger said that numerous employees have inquired about long term care insurance as a voluntary benefit for eligible employees. The AFLAC supplemental insurance, if approved by the Board, would not incur additional expense for the College. For those employees electing to participate, coverage would begin January 1, 2007. Mr. Alter moved to approve the recommendation as submitted. Ms. Chritoffel seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:25 PM.

The next regularly scheduled meeting will be held on Tuesday, December 19, 2006, at the Plaza Hotel immediately following the joint meeting with the Foundation Executive Committee.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr