

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
December 19, 2006*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 19, 2006, at the Plaza Hotel in the Pen Mar Room, beginning at 2:00 PM. 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
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
Ashley Staubs – President, SGA
Brian Struntz – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations

Call To Order

Chair Dahbura presided and convened the regular meeting at 2:02 PM.

Approval of Minutes (November 17, 2006 Executive and Regular Sessions) (ACTION)

It was pointed out that the Chair and Vice-Chair designations were incorrect on both sets of minutes. Mr. Elliott moved to approve the November 17, 2006 executive session minutes with the stipulated correction. Ms. Hetzer seconded, and the motion carried by unanimous vote. Mr. Elliott moved to approve the November 17, 2006 regular meeting minutes with the stipulated correction. Mr. Alter seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

There was no representative present for the Faculty Assembly.

Student Government Association

Ms. Staubs reported that 112 people attended the showing of “A Christmas Story.” New Student Orientation will be held on January 11, 2007, and a major dance or ball is scheduled for January 26, 2007. President Altieri commended Ms. Staubs on her participation in campus activities.

President’s Report

Board Briefing Summary

President Altieri discussed major events in the various departments on campus. He said that the arrangements were coming together for the Martin Luther King, Jr. Celebration on January 15, 2007. The number of participants was expected to increase over last year, and everyone was encouraged to attend.

Lois and Dick Harrison have graciously agreed to be the honorees at this year’s fund-raising tribute on March 30, 2007. Ms. Stull said that one of the format changes included a ten-minute video presentation that would replace individual speakers. It was hoped this format would appeal to a broader audience and keep the program moving.

MACC Trustee Workshop Update

President Altieri said that Trustees Dahbura, Elliott, Phoebus, and Christoffel had confirmed their attendance at the MACC Trustee Workshop and Legislative Reception on January 22, 2007, in Annapolis. Registration for all participants would be handled by the President’s office.

Middle States Correspondence

President Altieri discussed the correspondence received from Middle States in response to the College’s submittal of a monitoring report in October 2006. The Commission requested an additional monitoring report in September 2007 documenting steps taken to strengthen the College’s finances in light of projected deficits. The request for this report does not jeopardize the College’s accreditation status. It was noted that the College was not accredited for Distance Learning, which requires special approval to offer certificate and/or degree programs entirely on-line.

Tough Choices, Tough Times

President Altieri discussed Tough Choices, Tough Times, the report recently released by the New Commission on the Skills of the American Workforce. The report claims that the United States is in jeopardy of losing its economic status in the world community because it is losing educational ground in comparison to the rest of the world. In 1976, 30% of the individuals with college degrees lived in the United States compared to less than 15% today. The report emphasizes early childhood education and discusses revamping the K-12 system. The report is also critical of compensation levels for educators. Complete copies of the report have been ordered by the President's office and will be distributed to trustees upon receipt.

Monthly and Special Reports

Financial Report as of November 30, 2006 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$14.8 million, or 61.5% of the projected budget. Total expense was \$8.2 million, or 34% of the budget. Overall expenses were in line with FY06. Total revenue over expense was \$6.5 million compared to \$5.6 million in FY06. In Auxiliary Services, the Bookstore showed an income of \$87,000, Child Care showed a loss of \$19,800, Food Service showed a loss of \$18,000, and the TIC showed an income of \$34,000 for a net income of \$82,700 for Auxiliary Services. Vice President Barker said the Bookstore is currently using the Point of Sale software, but the effect on reporting Cost of Goods Sold would not be seen on the financial statement for one year. Mr. Elliott moved to accept the financial report as of November 30, 2006 as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

Personnel Recommendations for December 2006 (ACTION)

Mr. Seger reported that two regular staff, four temporary staff, and four adjunct faculty positions were recommended for hire. Mr. Alter moved to approve the personnel recommendations for December 2006 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Information Technology Plan Update

Mr. Fentress discussed the Information Technology Strategic Plan. He said that every building on campus has wireless technology inside the building, some with wireless access points and most with complete coverage. Currently, wireless connection is available to everyone on campus. Over the next year, the IT staff will continue to research user authentication. Once completed, the College will consider expanding wireless access points beyond the walls of the buildings. Chair Dahbura suggested offering a service to guests.

Faculty have embraced the use of technology in the classroom. Blackboard and smart boards are currently in use, and several workshops on podcasting are planned during the January Professional Workshop week.

Since Datatel's strengths are primarily student and financial data, a Microsoft Access shadow system has been considered for curriculum management. The College is in the process of migrating to Release 18 in Datatel, which will allow the IT Department to have more control over the data, and might facilitate data retrieval, which is currently problematic. Release 18 will not overwrite software customizations that are currently in place.

New Business

Review Long Range Enrollment Projections

President Altieri said that the projection of increase for total credit FTE from fall 2006 to fall 2007 is 4.7%. From fall 2004 to fall 2012, an increase of 37.3% is projected. These increases are predicated on the figures provided by the Board of Education, as well as the projected growth in the ESL and GED programs. In addition, the capacity of existing facilities will be expanded with the construction of two new science labs in the Career Programs Building.

December Candidates for College Certificates and Degrees (ACTION)

Mr. Phoebus moved to approve the December candidates for certificates and degrees as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

Adjournment

Adjourn to Executive Session (ACTION)

There being no further business or discussion, Mr. Elliott moved to adjourn to executive session. Mr. Alter seconded, and the motion carried by unanimous vote.

The regular meeting was adjourned at 2:59 PM.

The next regularly scheduled meeting will be held on Tuesday, January 16, 2007, in the College Center Conference Rooms and the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr