

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
January 16, 2007*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 16, 2007, in the College Center Conference Rooms 1 and 2 and Administration and Student Affairs Building Board Room, beginning at 11:30 AM.

In attendance:

<u>Board Members</u>	<u>Luncheon</u>	<u>Business</u>
Wayne E. Alter, Jr.	X	X
Guy Altieri, Secretary / President	X	X
Carolyn W. Brooks, Vice-Chair	X	X
Pamela Christoffel	X	X
Anton T. Dahbura, Chair	X	X
Merle S. Elliott	X	X
Margaret E. Hetzer	X	X
Richard W. Phoebus	X	X
 <u>HCC Administrators & Staff</u>		
Anna Barker – Vice President, Administration & Finance		X
Barbara Macht – Dean, Planning and Institutional Effectiveness		X
Judith Oleks – Vice President, Academic Affairs	X	X
Barbara Roulette – Recording Secretary	X	X
Donna Rudy – Dean, Student Affairs		X
Michael Seger – Director, Human Resources		X
Ashley Staubs – President, SGA		X
Brian Struntz – Director, Facilities Management & Planning		X
Elizabeth Stull – Dir., Public Information / Govt. Relations		X
Spring Ward – Chair, Faculty Assembly		X
 <u>HCC Faculty</u>		
Dawn Betris – Instructor, Medical Assisting and Phlebotomy	X	
Joan Bontempo – Instructor, Art Appreciation/Art History	X	
Theodore Guarriello – Instructor, Facilities Maintenance	X	
Sean Maher – Instructor, Web Design & Multimedia Tech.	X	
James Niessner – Instructor, Developmental Composition	X	
Veronica Stein – Instructor, Chemistry/Physical Science	X	
Lee Viar – Instructor, Management and Marketing	X	

Call To Order

Chair Dahbura presided and convened the luncheon session of the regular meeting at 11:48 AM.

Luncheon Discussion

Vice President Oleks introduced the new full time faculty members who were present. Unable to attend due to scheduling conflicts were Thomas Crawford, Assistant Professor, Mathematics; Melinda May, Assistant Professor, English and Humanities; Thomas Seward, Assistant Professor, Foreign Languages; and Lori Olden, Instructor, Radiography. The faculty members shared information about their backgrounds and what led them to seek teaching positions at HCC. President Altieri concluded the discussion by pointing out that the full time faculty does a very good job, particularly since they not only teach their own classes but assist the large group of part-time faculty who teach in each of their areas.

Adjourn to Executive Session

Ms. Christoffel moved, Mr. Alter seconded, and it was unanimously approved to adjourn to Executive Session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the Board has jurisdiction and/or other personnel matters affecting one or more individuals, and to exercise executive function privilege in accordance with §10-508 of the Annotated Code of Maryland.

Reconvene in Open Session

At 1:10 PM it was moved, seconded, and unanimously approved to reconvene the open session, business portion of the meeting.

In executive session, the Trustees discussed (1) funding of a potential joint project with another entity, (2) potential collaborative agreements, and (2) personnel matters relating to the resignation of employees. Present during closed session were Trustees Anton T. Dahbura, Carolyn W. Brooks, Wayne E. Alter, Jr., Pamela Christoffel, Merle S. Elliott, Margaret E. Hetzer, and Richard W. Phoebus. Also present were: Guy Altieri, President; and Barbara Roulette, Recording Secretary.

Approval of Minutes (December 19, 2006, Joint, Regular, and Executive) (ACTION)

It was requested that Mr. Alter be added to the list of attendees for the Joint Meeting with the HCC Foundation. It was duly moved and seconded that the December 19, 2006 minutes for the joint, regular, and executive sessions be approved with the aforementioned correction. The motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Ms. Ward reported that Ardyce Ketterling was very supportive of the creation of a new reading and writing skills lab, and looks forward to greater talks with the IT department. The speech Chair Dahbura delivered at the Martin Luther King Jr. Celebration was being copied and distributed among the faculty. Thirteen faculty attended the AFFACT conference, details of which were included in the Board Briefing Summary.

Student Government Association

Ms. Staubs reported that Tony Clement, Men's Cross Country Team, was ranked first in the 3,000 meter run by NJCAA, and Ashley Lockard, Women's Cross Country Team, was ranked fourth in the 3,000 meter run. SGA Activities planned were New Student Orientation, a social on January 26, 2007, and the Valentines Day Dance on February 16, 2007. President Altieri said that Ms. Staubs was also serving on Governor O'Malley's Higher Education Transition Team.

President's Report

Board Briefing Summary

President Altieri discussed the details of the presentations made at the AFFACT conference referenced earlier by Professor Ward. The sub-contractors for Brechbill & Helman and C. William Hetzer began mobilizing on January 8, 2007 for the Career Programs Building Renovation and the Loop Road Extension.

January 22nd MACC Trustee Workshop

Trustees Dahbura, Elliott, Christoffel, and Phoebus planned to attend.

Martin Luther King, Jr. Celebration

Trustees Dahbura and Brooks participated in the program. President Altieri said that approximately 500 people attended the event, which was the only major MLK recognition in Washington County on January 15th. The Board agreed it was an excellent event, commending Dean Rudy and the other members of the planning committee for their hard work.

HCC Academic Success vs. Other Maryland Community Colleges

President Altieri discussed data provided by MHEC on the graduation-transfer rate for Maryland community colleges. The College ranked in the top two for students completing work at HCC

and then transferring to a four year public or private institution in Maryland. It was pointed out that 60% of HCC's graduates transfer to out-of-state colleges, so this data was not included. Ms. Macht will provide all-inclusive graduate-transfer data for HCC at a future meeting.

The Herald Mail's Person of the Year Selection

President Altieri said that Lois Harrison has been selected by The Herald Mail for Person of the Year. She is the first woman ever to be selected.

New Commissioners' Orientation

Orientation for the three new commissioners will be held on February 7, 2007, 4:00 – 6:30 PM in the Administration and Student Affairs Board Room. Executive Committee members Elliott, Dahbura, and Brooks have confirmed attendance. The President, along with Vice Presidents Barker and Oleks, will share with John Barr, Kristin Aleshire, and Terry Baker the College's strategic goals, long range growth projections, and funding requests.

Monthly and Special Reports

Personnel Recommendations for January 2007 (ACTION)

Mr. Seger reported that one full time faculty, one part time staff, and six part time (adjunct) faculty positions were recommended for hire. Ms. Hetzer moved to approved the personnel recommendations as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

Mr. Seger said that Maury, Donnelly, and Parr, the third party administrator for the College's health care insurance, had announced the closing of their Claims Department. InforMed has agreed to assume that role effective February 1, 2007. Request for Proposals for Third Party Administrator would go out in February. A recommendation would likely be brought to the Board in late March, with an effective date of service beginning June 1, 2007.

Financial Report as of December 31, 2006 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$15.6 million or 65.3% of the budget. Total expenses were \$10.3 million or 43% of the budget. FY07 expenditures exceeded FY06 by \$734,000. Excluding capital outlay, two areas of expenditure subclass exceeded a variance threshold of 5%. Academic Support – Salaries and Wages – had a 6% variance, thought to be attributable to changes made to adjunct pay and third semester pay for full time faculty. Student Services – Contracted Services – had a 21.3% variance attributable to the cost of interpreting services for deaf students. Recommended mid-year budget adjustments address both expenditures. Total revenue over expense was \$5.4 million compared to \$4.8 million in FY06. The Bookstore showed an income of \$93,000, Child Care showed a deficit of \$6,900, Food Service showed a deficit of \$36,000, and the TIC showed an income of \$37,600, for a net income of \$88,000 for Auxiliary Services.

Trustee Christoffel wondered why the revenue for out-of-county tuition was less than FY06. Vice President Barker thought that was attributable to a slight decline in out-of-county enrollments, but will research and report at a future meeting.

Mr. Elliott moved to accept the financial report as of December 31, 2006 as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

FY07 Mid-Year Budget Revision (ACTION)

Vice President Barker said it was recommended that a net decrease of \$279,488 in revenue and expense be made to the FY07 budget. She discussed the highlights of the revision. Chair Dahbura requested that before and after amounts be shown on future budget revision recommendations. Mr. Elliott moved to approve the FY07 mid-year budget revision as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

Old Business

Updated College Event Dates

An updated list of College event dates was distributed, noting date and time changes for various events. Trustee Elliott requested that future calendars show specific times for the Martin Luther King, Jr. Day Celebration.

New Business

Holiday Calendar for FY08 (ACTION)

Ms. Brooks moved to approve the Holiday Calendar for FY08 as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

Academic Calendar for FY08 (ACTION)

Ms. Brooks moved to approve the Academic Calendar for FY08 as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

Adjournment to Executive Session

There being no further business or discussion, at 2:00 PM Mr. Alter moved, Mr. Elliott seconded, and it was unanimously approved to adjourn to executive session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the Board has jurisdiction and/or other personnel matters affecting one or more individuals, and to exercise executive function privilege in accordance with §10-508 of the Annotated Code of Maryland.

The next regularly scheduled meeting will be held on Tuesday, February 20, 2007, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr