

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
February 20, 2007*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 20, 2007, 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
Michelle Donegan – HCC Student
Marisa Elliot – HCC Student
Jennifer Fisher – Director, Admissions, Records, and Registration
Barbara Macht – Dean, Planning and Institutional Effectiveness
Judith Oleks – Vice President, Academic Affairs
Marlys Palmer – Professor, Health and Physical Education
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
Loretta Thornhill – Asst. Prof., Paralegal Studies and Public Administration
Kimberly Vocke – HCC Student
Spring Ward – Chair, Faculty Assembly

Call To Order

Vice-Chair Brooks presided and convened the regular meeting at 12:13 PM.

Luncheon Discussion

Introduction of All USA Academic Team Student Nominees

Assistant Professor Thornhill introduced the All USA Academic Team student nominees, Kimberly Vocke and Michelle Donegan. Ms. Vocke is currently attending Hood College with a major in social work. She plans to become a case worker in the penal system. Ms. Donegan is currently working at Washington County Hospital as a nurse's aid and attending HCC full time as a nursing student. Congratulations to both students on their academic achievements.

Congratulations to Marlys Palmer

The Board congratulated Coach Marlys Palmer on her 500th win in women's basketball. Coach Palmer and Marisa Elliot, a member of the women's team, shared their personal histories.

Special Presentation to Marlys Palmer

Chair Dahbura joined the meeting. He and President Altieri presented a gift to Coach Palmer commemorating her achievement.

Approval of Minutes (January 16, 2007 Regular and Executive) (ACTION)

Mr. Elliott moved to approve the January 16, 2007 regular meeting minutes as submitted. Ms. Christoffel seconded, and the motion carried unanimously. Ms. Christoffel moved to approve the January 16, 2007 executive meeting minutes as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Faculty Assembly

Professor Ward said that history professor, Andy Keyser, and his wife have finished a documentary on paranormal activity, particularly in the Gettysburg area. On April 19, 2007, they will share a part of their findings at 7:00 PM in the Kepler Theater for those who would like to attend. On behalf of the faculty Ms. Ward extended congratulations to Marlys Palmer on her 500th win, and get well wishes to Lois Harrison on her recent illness. The faculty is currently working on an information technology wish list, and they eagerly await the new Academic Affairs guidebook, which is being developed under the leadership of Vice President Oleks.

Student Government Association

Ms. Staubs reported that the Valentine's Dance was well attended. The National Marionette Theater will perform on March 3rd, and Spring Fest is scheduled for April 20th.

President's Report

Board Briefing Summary

President Altieri discussed the cost of text books. Faculty do not, to the best of his knowledge, receive special incentive payments or other compensation for using specific textbooks, although the College does not have a specific policy against it. Texts that will be used again can be sold back to the bookstore, and used books are available for sale to students, although the demand is greater than the supply. Approximately 50% of the books sold in the bookstore are used. JTI provides a text book loan program for their students.

The power surge that recently caused a power outage at the College was caused by one of the contractors on site. The \$1,500 cost for replacing damaged equipment will be absorbed by the contractor and will not impact the College financially.

Student Financial Aid Update

Referencing a recent article in the Chronicle of Higher Education, President Altieri said that some guidelines for financial aid, specifically for independent students, could be changed at the Federal level to improve their eligibility to receive financial aid.

Arts and Sciences Facilities Needs

The Arts and Sciences complex project is centered on renovating and expanding instructional spaces in the Classroom Building, Kepler Theater, and the Science Building. This project is critical to accommodating projected enrollment growth. The consulting firm of RJE has been contracted to assist with preparing the necessary state reports. ASC Project Parts I and II must be submitted to MHEC, the Department of Budget Management (DBM), and the Department of General Services (DGS) by May 1, 2007 for funding consideration in FY09. The College is at 72% capacity; the State requires 55% capacity to justify a new building. The total cost of the project would be approximately \$26 million for construction, with a 60/40 State/County split of the funding. The design funding would be needed in FY09, followed by construction funding in FY10 and FY11. The key is obtaining a commitment from the County, which has not committed CIP funds to the College beyond the Career Programs Building renovations currently underway.

Review Draft Agenda for March 20th Joint Meeting with County Commissioners

President Altieri said the agenda for the joint meeting with the County Commissioners on March 20th would stress the College's vital role in economic development and training the region's workforce for the future.

Monthly and Special Reports

Personnel Recommendations for February 2007 (ACTION)

Mr. Elliott moved to approve the personnel recommendations as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Financial Report as of January 31, 2007 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$17 million, or 70% of the budget, compared to \$15 million in FY06. Total expense was \$11.6 million, or 49% of the budget. Total revenue over expense was \$5 million compared to \$4.2 million in FY06. For Auxiliary Services, the Bookstore showed an income of \$220,000, Child Care showed a loss of \$17,000, Food Service showed a loss of \$39,000, and the TIC showed an income of \$34,000, for a net income of \$199,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of January 31, 2007 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Spring Enrollment Report

Ms. Fisher discussed the highlights of the spring 2007 enrollment report. She reported that total credits were up 3.9% and total FTE was up 2.7% from spring 2006. Average credit loads have also increased. Total ESSENCE enrollments have increased by 3.5%, and minority enrollments have grown by 8.1% compared to this time last year. Student registration activity remains constant.

New Business

Incomplete Grade and Dean's List Eligibility Policy (ACTION)

Vice President Oleks said that it had come to the attention of the Academic Standards, Assessment, and Faculty Affairs Governance Committee that an "I" received for incomplete course work was not factored into calculating a student's eligibility for the Dean's List. After some study, the committee is recommending that an "I" (Incomplete) must be resolved to a grade prior to a student's being considered for the Dean's List. Mr. Phoebus moved to approve as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

Framework for Long Range Financial Plan

Vice President Barker discussed the major elements of the Long Range Financial Model, which included tuition and fee strategy, state and county support, other revenue sources, salaries and benefits, contracted and outsourced services, materials and supplies, allocation and reallocation strategies, professional development, utilities, student grants, subsidies and tuition discounts, fixed expenses, other expenses, capital improvement projects, resource partnerships, and asset management.

Review of First Draft of the Annual Plan and Budget for FY08 (ACTION)

Dean Macht and Vice President Barker discussed the first draft of the FY08 plan and budget, which totals \$26.9 million. Student tuition and fees revenue were based on a \$1 increase in County, Out-of-County, and Out-of-State tuition. Vice President Barker said that an informal survey of Maryland's community colleges indicated that many were planning to hold tuition at the current level. A recommendation for the credit tuition rate for FY08 would be presented to the Board at the March meeting. The Board asked about the budget being based on enrollment projections not currently realized and upon what rate the interest income was based. Vice President Barker will provide the interest income rate at a future Board meeting. Mr. Elliott moved to accept the first draft of the FY08 annual plan and budget as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Student and Community Fee Schedule for FY08 (ACTION)

Mr. Elliott moved to approve the Student and Community Fee Schedule for FY08 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Minority Enrollment Report

President Altieri shared with the Board the minority enrollment report recently sent to Councilwoman Alesia Parson-McBean in response to her inquiry for minority enrollment data. The report shows that minority student enrollment growth over the last five years has been substantial, including large increases of African-American students.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:07 PM.

The next regularly scheduled meeting will be held on Tuesday, March 20, 2007, in the College Center Conference Rooms 1 and 2.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr