

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
March 20, 2007*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 20, 2007, in the College Center Conference Rooms 1 and 2, 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
Gerald Haines – Director, Instruction
Michael Harsh – Professor, Speech, Drama, and English
Barbara Macht – Dean, Planning and Institutional Effectiveness
Chris Marschner – Director, Technical Innovation Center
Judith Peisen – Chair, Mathematics and Science Division
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
Spring Ward – Chair, Faculty Assembly

Call To Order

Chair Dahbura presided and convened the regular meeting at 1:57 PM.

Approval of Minutes (February 20, 2007) (ACTION)

Ms. Brooks moved to approve the February 20, 2007 regular meeting minutes as submitted. Ms. Christoffel seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Ms. Ward reported that Faculty Assembly would not meet in the month of March, but would meet in April. A number of faculty attended the League of Innovation conference held March 4-7 in New Orleans. Thanks to Dr. Oleks and the Academic Council for making progress on the faculty guidebook, which is still under development. The faculty Emeritus selection process is underway. Invitations for the Faculty Reunion on April 29th at 2:00 PM will be mailed shortly. Loretta Thornhill is stepping down as Phi Theta Kappa advisor after many years of service in this role. Thanks to Loretta for an excellent job. Robert Carson has announced his retirement.

Student Government Association

Ms. Staubs reported that the next big event for the SGA is SpringFest, which will be held in April. They are also organizing their summer retreat, which provides an opportunity for the outgoing officers and the newly elected officers to exchange experiences and brainstorm ideas for the future.

President's Report

Board Briefing Summary

President Altieri discussed the progress with the CPB renovations and the Loop Road, noting that that both projects are ahead of schedule. At the CIP hearings in Annapolis recently, Senator Munson mentioned the College's need for an additional \$500,000 for equipment for the CPB. There is, however, a backlog of CIP projects for community colleges. The Flower and Garden Show held on March 17th and 18th was well attended, and only three vendors withdrew due to the inclement weather. This year's tribute fund raiser, honoring Richard and Lois Harrison, is scheduled for March 30th. The proceeds are part of the Waltersdorf-Henson challenge.

Review Board Retreat Plans

The Board Retreat will be held May 8, 2007 at the Plaza Hotel, 9:00 AM – 3:00 PM. The draft agenda proposed presentation and discussion of short-term priorities and strategies for the future in targeted areas of the College. In addition, time was reserved for the Board to evaluate the self-assessment instrument and process for 2007, and discuss ideas for 2008. It was suggested that trustee discussion be moved to the morning session to assure there was ample time. President Altieri said that the entire session was meant to be interactive. Culture of Evidence was further defined as the culture of outcomes assessment.

Board Self-Evaluation Models at Other Colleges

At Chair Dahbura's request, MACC requested and compiled Board self-assessment information from the sixteen Maryland community colleges. Unfortunately, the information collected and

distributed did not include any mention of how or if the self-assessment results were used to change or improve the performance of the Boards. Chair Dahbura will ask MACC to request a narrative from each college, and Trustee Christoffel will write a narrative for HCC's Board self-evaluation process. It was also suggested that a questionnaire polling faculty and staff on Board performance would be helpful in the self-assessment process. President Altieri said that Middle States is looking for a regular and thorough Board self-assessment process, and not necessarily requiring an annual review.

U.S. Department of Labor CVT Grant Monitoring Visit

Mr. Michael Toops, Federal Project Officer, visited the campus for three days. He met with President Altieri and staff members directly involved with administering and tracking the grant funds. The visit was successful and the College was told that it was in full compliance with the grant requirements.

Monthly and Special Reports

Personnel Recommendations for March 2007 (ACTION)

Mr. Seger discussed the personnel recommendations for March 2007. He noted that Kenneth Keyes had resigned from coaching, but that he remained a full-time employee of HCC assigned to work in the ARCC. President Altieri said the assistant coaches resigned as well because it is customary for head coaches to choose their own assistant coaches. Ms. Brooks moved to approve the personnel recommendation for March 2007 as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Financial Report as of February 28, 2007 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$19.3 million or 82% of the budget compared to \$17.3 million in FY06. Total expenditures were \$13.2 million or 56% of the budget and \$715,000 greater than FY06. Total revenue over expense was \$6 million compared to \$4.7 million in FY06. For Auxiliary Services, the Bookstore showed an income of \$198,000, Child Care showed a loss of \$24,000, Food Service showed a loss of \$39,000, and the TIC showed an income of \$41,000, for a net income of \$175,497 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of February 28, 2007 as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Maryland Higher Education Transition Work Group Report

Professor Harsh, who was a member of Governor O'Malley's Higher Education Transition Work Group, discussed the Group's final report. Of the fifty members of the committee, only five members represented community colleges. Reimbursement for out-of-state FTE was mentioned in the report, but it is a controversial topic and will be difficult to get passed. Additional highlights in the report were the discussion of changing demographics and work force

challenges, the vital role of community colleges, and the recommendation of the Committee to fully fund the Distinguished Scholar Community College Transfer Scholarship Program.

Improvements to the Master Class Course Schedule

Director Haines said that creating and maintaining the Master Class Course Schedule is very complex. The basic goal is to provide the right course to the right student at the right time and the right place. Each academic division has specific needs that have evolved over time. The Master Schedule is revised one portion at a time, and the attempt is made to be as proactive as possible in anticipating desirable changes. Unfortunately, scheduling software evaluates only space, with no consideration of other factors. The College hopes to use a new room scheduling software, Astra, as a shadow system to Datatel beginning this fall.

Old Business

Review Updated CIP

Vice President Barker gave a brief overview of the Capital Improvement Projects and Funding. She noted that the Arts and Sciences complex has changed since the renovations to the Kepler Theater have been removed to a separate project. Dean Macht said that the revised Facility Master Plan would be presented to the Board at the April Board meeting.

Review Architectural Drawings for the TIC Wet Labs

Director Marschner reported that the TIC wet labs addition is on track for groundbreaking in May 2007 with a scheduled opening in January 2008. The TIC is compiling a data base of 2006 SBIR award winners, currently 500-600 names, who will receive a mailing of the finalized architectural drawings. Director Marschner said the rental rates are competitive but not so low that the quality of the facility would be questioned. As of March 1, 2007, four clients are waiting for completion of the labs.

New Business

Student Credit Tuition FY08 (ACTION)

Vice President Barker said it was recommended that student credit tuition for FY08 be increased by \$1.00 per credit hour for County, Out-of-County, and Out-of-State. This recommendation was in response to the Board's desire to raise student credit tuition incrementally, as opposed to one large increase following a period of no increases. It was suggested that Out-of-State tuition be increased at a greater rate than County and Out-of-County, but after some discussion, it was ultimately agreed to accept the current recommendation and monitor Out-of-State FTE for future consideration. Mr. Elliott moved to approve the recommendation as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Broker for Employee Health Benefits (ACTION)

In January, Maury, Donnelly, & Parr discontinued service as the College's Third Party Administrator for health care benefits. The College solicited proposals from three firms: RSM McGladrey, Willis and Associates, and Roslyn Management Group. It was recommended that the College contract with RSM McGladrey as Third Party Administrator at an approximate cost of \$31,000. It was noted that approval of this recommendation would not impact the FY08 budget. Mr. Elliott moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New and Discontinued Degree and Certificate Programs for FY08 (ACTION)

President Altieri said that beginning with the Biotechnology program, proposed new programs for certificates and degrees would be presented to the trustees for approval prior to moving forward with state approval. Director Haines and Dr. Peisen discussed the proposed AAS degree and Certificate in Biotechnology. Science faculty developed curricula for an associates degree and a certificate program that would prepare graduates for employment as biotech lab technicians. Both curricula were reviewed and discussed by all academic divisions. Following no objections, they were presented to the College's Curriculum Development and Review Committee, which unanimously endorsed both curricula. If approved, these programs would be offered beginning September 2007. Mr. Elliott moved to approve the recommendation as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

Student Drug and Alcohol Abuse Policy (ACTION)

Dean Rudy reported that the proposed Student Drug and Alcohol Abuse Policy was a new policy for students. It was drafted by the Student Affairs Governance Committee and reviewed by Student Affairs Council, Academic Council, Faculty Assembly, Student Government Association, and President's Cabinet. Following endorsement of these campus groups, it was also reviewed by legal counsel. Mr. Elliott moved to approve the Student Drug and Alcohol Abuse Policy as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 4:05 PM.

The next regularly scheduled meeting will be held on Tuesday, April 24, 2007, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary