

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
April 24, 2007***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 24, 2007, 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  
Merle S. Elliott  
Margaret E. Hetzer  
Richard W. Phoebus

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Lieba Cohen – Director, Institutional Advancement  
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  
Spring Ward – Chair, Faculty Assembly

**Call To Order**

Vice Chair Brooks presided and convened the regular meeting at 12:16 PM.

**Welcome to MACC Executive Director, H. Clay Whitlow**

Mr. Whitlow said that one of the major challenges for community colleges is securing sufficient CIP funding from the state. MACC has always refused requests to prioritize CIP projects. A committee comprised of two presidents from small, medium, and large size community colleges will further explore the possible approaches and report at the presidents' August retreat. Several Board members felt that while prioritization of projects might not be the answer, some type of compromise would be a better approach. Possible strategies should include an overall increase of CIP funding rather than the various colleges competing for available funds. It was generally

agreed that community colleges must remain unified in order to generate enough political clout to garner a more favorable vote in regard to state CIP funding.

### **Facilities Master Plan Discussion**

Dean Macht said that HCC submits an updated Facilities Master Plan every five years. The current plan covers 2005 – 2015, and is the most sophisticated plan the College has ever submitted. The Arts and Sciences complex is the College's next major project. The plan for this project consists of Part I, Data and Justification, and Part II, the Program. Both Parts will be submitted to MHEC, DBM, MDP, and MGS by May 21, 2007. All four agencies will review and express concerns, but MHEC will consolidate the comments.

### **Virginia Tech Incident and Safety at HCC**

President Altieri said that a letter of support has been sent to the president of Virginia Tech. While HCC's campus is safe, additional methods for contacting students in the event of an emergency, such as mass email and text messaging, are being evaluated. An ad hoc campus safety study group has been created. Any policy recommendations resulting from this group's study would be brought to the Board in the fall.

### **MACC and Some Major Legislative Issues**

Mr. Whitlow discussed the possibility of the community college foundations across the state pooling their funds with the University System of Maryland Foundation (USM-F) to take advantage of larger investment opportunities. USM-F would function as the fund manager. An informational meeting is scheduled for May 8, 2007 in Adelphi, Maryland to discuss the various aspects of the program. Roger Fairbourn and Mark Harrell will attend for HCC's Foundation. A report will be included at the May 29, 2007 Board meeting.

### **Approval of Minutes (March 20, 2007 Joint and Regular ) (ACTION)**

Mr. Elliott moved to approve the March 20, 2007 joint and regular meeting minutes as submitted. Mr. Alter seconded, and the motion carried unanimously.

### **Report from Campus Groups**

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

Professor Ward reported that the names of faculty members who have met the criteria for emeritus status have been forwarded to Vice President Oleks. Terrie Angle was named Educator of the Year. Askold Skalsky will be spending part of the summer in England, participating in a roundtable discussion at Oxford. Danielle Shives and Richard Oldfield were chosen as the student speakers for the upcoming Honors Convocation.

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

Ms. Staubs reported that Spring Fest was a success. The students were sponsoring a card of support and an orange ribbon campaign in recognition of the Virginia Tech tragedy. In response to questions from the Board, Ms. Staubs said she thought most students considered HCC's campus safe, and they would appreciate input into the study of campus safety. President Altieri said that student volunteers would be welcome to serve on the ad hoc campus safety committee.

### **President's Report**

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

President Altieri discussed student recruitment and enrollment, credit curriculum development, public information, facilities and grounds, and institutional advancement.

### **Notice of Appointment and Re-appointment to the Board**

Congratulations to Maggie Hetzer on her reappointment to the Board through 2013. Welcome to Greg Snook for his appointment to the Board, succeeding Trustee Alter, whose term expires June 30, 2007.

### **Update on Extension Center Possibility at Ft. Ritchie**

President Altieri said that HCC has been in discussions with COPT to explore the possibility of offering courses at Ft. Ritchie. Building 304, located next to the chapel on the parade field, has been identified as a possible location. IT and Facilities staff will evaluate the cost of refurbishing the facility. HCC could also possibly manage the Community Center, which would be an ideal location for continuing education courses. Discussions are in the preliminary stages.

### **Monthly and Special Reports**

#### ***Personnel Recommendations for April 2007 (ACTION)***

Mr. Elliott moved to approve the personnel recommendations for April 2007 as submitted. Mr. Alter seconded, and the motion carried unanimously.

#### ***Financial Report as of March 31, 2007 (ACTION)***

Vice President Barker reported total revenue for the reporting period was \$22.9 million or 97% of the budget. Total expenses were \$15.1 million or 64% of the budget. When reviewed by function, all expenses were in line. For Auxiliary Services, the Bookstore showed an income of \$179,000, Child Care showed a loss of \$14,000, Food Service showed a loss of \$46,000, and the TIC showed an income of \$35,000, for a net income of \$154,000 for Auxiliary Services. Mr. Elliott moved to accept the financial report as of March 31, 2007 as submitted. Mr. Alter seconded, and the motion carried unanimously.

### ***Endorse Draft of Facilities Master Plan***

Dean Macht and Mr. Struntz discussed the Facilities Master Plan. The first 50 pages of the plan explains the history of the College. Pages 51 – 60 deal with Assessment and Analysis of the Land. The final third, beginning on page 61, deals with Assessment and Analysis of the Facilities. Some trustees felt that the emphasis on need should be as strong as possible. It was also noted that many naming opportunities exist. Dean Macht said that a final copy of the FMP would be submitted to the Board prior to submission to the State. Mr. Elliott moved to endorse the draft Facilities Master Plan with the understanding that additional edits would be needed. Ms. Hetzer seconded, and the motion of endorsement carried unanimously.

### **New Business**

#### ***Continuing Education Tuition and Fees for FY08 (ACTION)***

The following tuition and fees for continuing education for FY08 were recommended: (1) 25% mark-up above direct cost including projected minimum enrollment for public offerings, (2) 35% mark-up above direct cost including projected minimum enrollment for educational conferencing and workshops, (3) 50% mark-up above direct cost including projected minimum enrollment for contract training. It was further recommended that: (1) the cost of consumable supplies such as books, reproduced materials, hospitality, etc. would be a separate charge beyond tuition and registration fees, (2) registration fees would be \$5 per course, and (3) the tuition/course fee for senior citizens would be discounted 60% on FTE-bearing courses only. There would be a minimum charge of \$35 per course. Mr. Alter moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

#### ***Additional Fees for FY08 (ACTION)***

Vice President Barker recommended fees for three new courses. Mr. Phoebus moved to approve the recommendation as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

#### ***Staff Reclassifications and Promotions (ACTION)***

Mr. Seger said that of the fourteen requests for staff reclassifications, only 5 were approved based on a study of job descriptions and a desk audit. Ms. Christoffel moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

#### ***Faculty Promotions and Tenure Recommendations (ACTION)***

Vice President Oleks said that every spring faculty are notified that requests for promotions and tenure are being accepted and evaluated based upon established eligibility and criteria. All seven of the faculty members requesting promotion for FY08 met or exceeded the criteria, and therefore, were recommended for approval. There were no requests for tenure for FY08. Mr. Elliott moved to approve the recommendation as submitted. Ms. Hetzer seconded, and the motion carried unanimously.

***Review Bids and Select Contractor for TIC Wet Labs Addition (ACTION)***

For selection of a contractor for the TIC Wet Labs addition, proposals were received from six firms, and each included an add alternate for the creation of a crawl space in lieu of slab on grade. The consensus of the bids received at the bid closing on April 20, 2007 was \$1.1 million for the base bid, and if accepted, would have resulted in a project cost exceeding \$1.4 million. Roy C. Kline Contractors were low bid with a base bid of \$918,629 and an add alternate bid of \$94,351. The Committee investigated the capabilities of the low bidder, who is located in Smithsburg. Aside from two technical deficiencies in their bid, which were lack of a notarized bid signature, and lack of a specified controls contractor, the Committee could find nothing negative about their operation or their performance. Therefore, it was recommended that Roy C. Cline Contractors' base bid of \$918,629, and the add alternate bid of \$94,351, be accepted on the contingency that the two technical deficiencies already mentioned be corrected. Mr. Alter so moved, Mr. Phoebus seconded, and the motion carried unanimously.

***Approval of May Candidates for College Certificates and Degrees (ACTION)***

Mr. Elliott moved to approve the recommendation as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

**Adjournment to Executive Session**

There being no further business or discussion, Mr. Alter moved to adjourn to Closed Executive Session at 2:29 PM to discuss personnel issues and/or other personnel matters affecting one or more individuals, and exercise executive function privilege.

The next regularly scheduled meeting will be held on Tuesday, May 29, 2007, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr