

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
May 29, 2007*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 29, 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  
Pamela Christoffel  
Anton T. Dahbura, Chair  
Merle S. Elliott  
Richard W. Phoebus

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Barbara Macht – Dean, Planning and Institutional Effectiveness  
Robert Myers – Director, Athletics, Physical Education, & Leisure Studies  
Judith Oleks – Vice President, Academic Affairs  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean, Student Affairs  
Brian Struntz – Director, Facilities Management and Planning  
Elizabeth Stull – Director, Public Information / Government Relations  
Spring Ward – Chair, Faculty Assembly  
Bonnie Zampino – Assistant Director, Human Resources

**Call To Order**

Chair Dahbura presided and convened the regular meeting at 12:02 PM.

**Consider Motion to Adjourn to Executive Session**

Mr. Phoebus moved to adjourn to executive session to discuss personnel issues and/or other personnel matters affecting one or more individuals and exercise executive function privilege. Mr. Alter seconded, and the motion was unanimously approved.

**Re-convene Regular Session**

Following adjournment of executive session, Chair Dahbura re-convened the regular meeting at 1:13 PM.

In closed session, the Trustees discussed proposed investment strategies for the HCC Foundation endowment, eligible candidates for Trustee Emeritus designation, and three (3) personnel matters relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction. Present during closed session were Trustees Wayne E. Alter, Jr., Pamela Christoffel, Anton T. Dahbura, Merle S. Elliott, and Richard W. Phoebus, Sr. Also present at various times were: Gregory I Snook, Trustee Designee; Guy Altieri, President; Anna Barker, Vice President of Administration and Finance; Roger Fairbourn, HCC Foundation President; and Barbara Roulette, Recording Secretary.

### **Approval of Minutes (April 24, 2007 Regular and Executive) (ACTION)**

Chair Dahbura requested that in the Executive Session minutes, in the section entitled "Update on FY08 Budget Discussions with County Commissioners," the first sentence be changed to read, "In a newspaper article in the Herald Mail, the County Commissioners indicated they would fund the College's operating budget for FY08 at 50% of the requested increase, or \$500,000 short of the requested \$1 million increase over FY07." Mr. Elliott moved to approve the April 24, 2007 executive minutes as amended, and the April 24, 2007 regular meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried unanimously.

### **Report from Campus Groups**

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

Professor Ward commented on the Faculty Reunion, Honors Convocation, and Commencement. She reported that twenty full time faculty participate on governance committees. A faculty retreat with the President will be held later this summer.

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

There was no representative from the Student Government Association present.

### **President's Report**

President Altieri discussed a number of newsworthy topics from Academic Affairs, Human Resources, Public Relations, Administration and Finance, and Planning and Institutional Effectiveness. The Washington County Commissioners voted 3 to 2 to fully fund the College's requested operating budget for FY08. Thanks to the efforts of the trustees who lobbied with individual commissioners on HCC's behalf. The proposed date for the trustee retreat for FY08 has been moved to March in an effort to prepare county funding strategies as early as possible, and also to avoid the preparation required for other year-end activities in May. A reminder that the TIC Wet Labs Addition Groundbreaking will be held on June 22, 2007 at 10:00 AM. The Commissioners have confirmed attendance.

## **Monthly and Special Reports**

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

Ms. Zampino discussed the personnel recommendations for May 2007. Mr. Elliott moved to approve as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

### ***Financial Report as of April 30, 2007 (ACTION)***

Vice President Barker reported that total revenue for the reporting period was \$23.7 million. Total expenses were \$17.2 million or 73% of the budget. Total revenue over expense was \$6.5 million compared to \$5.3 million in FY06. For Auxiliary Services, the Bookstore showed an income of \$164,000, Child Care a loss of \$28,000, Food Service a loss of \$45,000, and the TIC an income of \$40,000 for a net income of \$132,000 for Auxiliary Services. Mr. Elliott moved to accept the Financial Report as of April 30, 2007 as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

### ***Update on College Athletics and the Growth of the Physical Education Curricula***

Mr. Myers discussed the College's athletic program and the various changes implemented to improve individual and team athletic performance, academic standing of the student athletes, and the overall reputation of the College's athletic program. While student athletes are recruited, the average athletic scholarship award is \$1,000 per year; no full scholarships are awarded. Current graduation rates for baseball and women's basketball are approximately 90%. The academic division of Health, Physical Education, and Leisure Studies now offers certificates and letters of recognition to allow students to obtain entry level positions in their chosen field.

## **Old Business**

### ***FY08 Operating Budget (ACTION)***

Vice President Barker prefaced her discussion of the FY08 Operating Budget by pointing out that the figures had not changed since they were first presented to the Board in February 2007. Total revenue for FY08 was predicated on full funding of the CADE formula by the State, full funding of the 15% increase requested from the County, and the credit tuition increase approved by the Board in March 2007. Total revenue for FY08 represented a 14% increase over the FY07 adjusted budget. Expenditures for the FY08 budget included a 12% increase in salaries (includes new positions), adjustment to the adjunct faculty credit rate, a decrease in the cost of employee benefits, an increase in maintenance and service contracts in Information Technology, the addition of Special Construction Projects, which encompassed costs for minor repairs that used to be funded by the County, and Capital Outlay – CPB, which provided funds for equipment and furnishings. A copy of the complete budget will be distributed to the trustees upon completion. Mr. Elliott moved to approve the FY08 Operating Budget as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

***Revisions to Holiday and Academic Calendars for FY08 (ACTION)***

The College recently learned that the Martin Luther King, Jr. Holiday is being observed on January 21, 2008 instead of January 14, 2008, as erroneously noted on the Holiday and Academic Calendars for FY08, approved by the Board at the January 26, 2007 meeting. Mr. Phoebus moved to approve the date change on both calendars as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

**New Business**

***Pay Rate Schedule for Temporary and / or Grant-Funded Workers and Additional Assignment for FY08 (ACTION)***

Mr. Phoebus moved to approve the amended Pay Rate Schedule for Temporary and / or Grant-Funded Workers and Additional Assignment for FY08 as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

***Salary Scale and Midpoint Adjustment for FY08 (ACTION)***

It was recommended that a 3% adjustment to scale and a 7% adjustment to midpoint be made to faculty and staff salary scales for FY08. Mr. Elliott moved to approve as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

***Salary Calculation for Reclassifications and Promotions for FY08 (ACTION)***

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

***Place in Range Salary Adjustments (PIRSA) for FY08 (ACTION)***

It was recommended that a Place in Range Salary Adjustment (PIRSA) of \$4,000.00 be made in FY08 for all currently employed full time Nursing faculty and staff who support the ADN and PN programs. Mr. Elliott moved to approve the recommendation as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

It was recommended that Place in Range Salary Adjustments (PIRSA) be made for employees in the IT Department for FY08 in the following amounts: \$2,000.00 for each employee Grades 8, 9, and 10; \$3,000 for each employee Grades 11 and 12; and \$5,000 for each employee Grade 14. Mr. Elliott moved to approve the recommendation as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

It was recommended that a Place in Range Salary Adjustment (PIRSA) of \$4,000 be made in FY08 for the Vice Presidents and Deans. Mr. Alter moved to approve the recommendation as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

***Letters of Recognition for Health, Physical Education, and Leisure Studies; Commercial Vehicle Transportation, Specialist B; Heating, Ventilation & Air Conditioning, and Human Services (ACTION)***

Vice President Oleks discussed the recommendations for four Letters of Recognition. These LORs would provide students with an opportunity to acquire training and secure entry level positions in their chosen fields. It was noted that State approval is not necessary for LORs. Mr. Alter moved to approve the recommendation as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

***AS Degree in Graphic Design (ACTION)***

Mr. Phoebus moved to approve the AS Degree in Graphic Design as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

***Arts and Sciences Complex Construction and Renovation Plans***

President Altieri, Dean Macht, and Director Struntz discussed the Arts and Sciences Complex, which, at approximately \$30 million, will be the largest capital project in the College's history. The new science and math building would be built first, then the renovation of the current science building, with renovation of the classroom building scheduled as the final phase. Small renovations to Kepler Theater would include expansion of the lobby and renovation of the rest rooms, but that would be a separate project which would occur after the Arts and Sciences complex is complete. Square foot cost estimates are \$285 for construction of the new building, \$185 for renovations to the science building, and \$140 for renovations to the classroom building. Funding from the County would begin in FY09 and continue through FY11. County funding is critical in order to receive matching funds from the State. It was suggested that a joint meeting with the County Commissioners be scheduled for September to present the need to fund this project as early as possible. (Following this meeting, the Commissioners agreed to meet with the trustees in a joint meeting on September 18, 2007.)

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:14 PM.

The next regularly scheduled meeting will be held on Tuesday, June 19, 2007, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr