

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
June 19, 2007***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 19, 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  
Anton T. Dahbura, Chair  
Merle S. Elliott  
Margaret E. Hetzer  
Richard W. Phoebus

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Kevin Crawford – Recruitment Coordinator  
Cindy Dove – Instructor, Anatomy & Physiology/Microbiology  
Jennifer Fisher – Director, Admissions, Records, and Registration  
Barbara Macht – Dean, Planning and Institutional Effectiveness  
Judith Oleks – Vice President, Academic Affairs  
Barbara Roulette – Recording Secretary  
Donna Rudy – Dean, Student Affairs  
Jeannine Stonestreet – Instructor, Elementary Education & Psychology  
Brian Struntz – Director, Facilities Management and Planning  
Elizabeth Stull – Director, Public Information / Government Relations  
Spring Ward – Chair, Faculty Assembly  
Diane Whitmore – Interim Coordinator, Career Development & Workplace Learning

**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. Elliott seconded, and the motion was unanimously approved.

### **Re-convene Regular Session**

Following adjournment of the executive session, Chair Dahbura re-convened the regular meeting at 1:48 PM. In closed session, the Trustees discussed one (1) personnel matter 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., Carolyn W. Brooks, Pamela Christoffel, Anton T. Dahbura, Margaret E. Hetzer, Merle S. Elliott, and Richard W. Phoebus, Sr. President Guy Altieri was also present.

### **Approval of Minutes (May 29, 2007 Regular and Executive Sessions) (ACTION)**

Chair Dahbura questioned if the convention times reported in the minutes for the regular and executive sessions were accurate. Ms. Roulette said she would consult her notes and make any necessary adjustments. Ms. Christoffel moved to approve the regular and executive session minutes with any necessary time changes as noted. Mr. Elliott seconded, and the motion carried unanimously.

### **Report from Campus Groups**

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

Ms. Ward reported that forty-one full time faculty were teaching this summer and eight were taking classes. On Friday, July 20, twelve faculty representatives will meet with the President and the two Vice Presidents for an off campus retreat. Ms. Ward thanked the trustees for consideration and approval of the candidates for faculty emeritus.

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

Dean Rudy reported that the SGA officers for FY07 and FY08 would attend a leadership retreat at Bedford Springs Resort July 13 – 15, 2007 to exchange ideas and discuss SGA and officer responsibilities. In addition, several movie nights have been scheduled throughout the summer.

### **President's Report**

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

The President discussed Credit Curriculum Development and Facilities and Grounds, noting that the County Commissioners would be attending the TIC groundbreaking scheduled for June 22, 2007.

#### ***Summer and Fall Enrollment Reports***

The President discussed the enrollment reports for summer and fall 2007. He pointed out that male and minority enrollments were up.

### ***Ad Hoc Web Site Analysis and Development Committee Report***

The President discussed the report submitted by the ad hoc Web Analysis and Development Committee, which was chaired by Beth Stull. He pointed out that according to the results of an analysis of other college Web sites conducted by the Committee, the best and most effective sites were not always affiliated with the wealthiest colleges. HCC plans to hire a full time Web editor in FY08 to facilitate the re-design and maintenance of the College's Web site. Quality control measures would be put into place to prevent unauthorized changes to the site.

### ***College Loan Code of Conduct***

In light of the recent financial aid scandal, Maryland's Attorney General has asked the State's colleges to adopt a student loan code of conduct precluding financial aid offices from receiving anything of value or entering into revenue-sharing agreements with lending institutions. The Board suggested that the College's response to the Attorney General's office state that HCC is studying the matter but not prepared to take an official stance.

### **Monthly and Special Reports**

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

Vice President Barker reported that total revenue for the reporting period was \$23.9 million, or 101% of projected budget revenue, compared to \$21.5 million in FY06. Total expenditures at \$19 million, were \$1.5 million greater than FY06, but well within budget. Total revenue over expense was \$4.9 million compared to \$3.9 million in FY06. For Auxiliary Services, the Bookstore showed an income of \$258,000, Child Care showed a loss of \$30,000, Food Service posted a loss of \$40,000, and the TIC showed an income of \$47,000, for a net income of \$234,000 for Auxiliary Services. Vice President Barker noted that greater losses were expected in FY08 for Food Service since the Valley Eatery would be closed for renovations. Once the renovations are complete, revenues for Food Service are expected to increase due to additional catering opportunities generated by continuing education conferences and all-day workshops and similar events. Mr. Elliott moved to accept the financial report as of May 31, 2007 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

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

Dean Macht, serving as interim Director of Human Resources following Mr. Seger's resignation, reported that one full time regular, three part time temporary, and three credit adjunct faculty were recommended for hire. In addition, two employees voluntarily left the College. Ms. Brooks moved to approve the personnel recommendations as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

### ***Student Learning Outcomes Assessment (SLOA) Report***

Cindy Dove and Jeannine Stonestreet discussed Student Learning Outcomes Assessment. While the initial emphasis of outcomes was placed at the course level, work is now being done at the course and program level. The Collegiate Assessment of Academic Proficiency (CAPP) exam is a nationally normed instrument that allows colleges to measure general education outcomes, specifically measuring proficiency in critical thinking, writing skills, mathematics, essay composition, reading, and science. HCC students who have taken the CAPP exam have scored on par with the national average. Ms. Dove and Ms. Stonestreet felt that the SLOA Plan has increased faculty understanding and awareness of learning outcomes, and has generated additional communication among faculty members.

### ***Assessing Unit Effectiveness and Campus Climate***

Dean Macht discussed the difficulty in finding an instrument that accurately and effectively measures campus climate. She said that the 2002 campus climate survey had emphasized shared governance, while the 2003 and 2004 surveys had stressed campus issues and services. The dissimilarity of the two instruments made yearly comparisons impossible. Various formats are being considered, such as focus groups or surveys, for measuring campus climate in fall 2008. Three Open Forums, which include question and answer sessions, have been scheduled.

### ***Recruitment and Admissions Report***

Jennifer Fisher and Kevin Crawford discussed admissions and recruitment efforts. They said that the College's relationship with the area high school guidance counselors, as one of the key elements in recruiting, has been steadily improving. The decrease in South High graduate admissions was attributable to a turnover in guidance personnel. Group tours of the campus will increase next year, and additional marketing initiatives are being explored.

### ***Student Workplace Learning Program***

Diane Whitmore discussed the various aspects of career counseling, internships, and general career services that are offered to students. Career counseling includes several standardized testing instruments, individual career counseling, job readiness skill development, and resume and interview assistance. General career services includes career related workshops, job postings, and recruiting in office and job fairs. Ms. Whitmore said that not all students who need employment assistance reach out to her office, but participation is improving. A new database that better tracks job placement is in development. Because of a lack of time to discuss several important topics that pertain to the Career Center, the Board requested that another discussion for workplace learning be added to the agenda of a future Board meeting.

## **Old Business**

### ***Finalize Board Meeting Dates for FY08 (ACTION)***

Mr. Elliott moved to approve the Board meeting dates for FY08 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

## **New Business**

### ***Trustee Emeritus (ACTION)***

Trustee Elliott said that in reviewing the Award of Emeritus Policy, approved by the Board at their November 17, 2006 meeting, three of the six trustees who met the minimum requirements and made substantial contributions during their terms of service were recommended to be named emeritus. Mr. Elliott moved to award Mr. Leister E. Mobley, Jr. trustee emeritus posthumously. Ms. Christoffel seconded, and the motion carried by unanimous vote. Mr. Elliott moved to award Mr. William J. Reuter and Mr. Wayne E. Alter, Jr. trustee emeritus effective July 1, 2007. Ms. Hetzer seconded, and the motion carried by unanimous vote.

### ***Administrator Emeritus (ACTION)***

Vice President Barker said that she, Dean Macht, Professor Crawl, and President Altieri comprised an ad hoc committee that reviewed the candidates for administrator emeritus based upon minimum requirements established by the Award of Emeritus Policy. In addition, the overall contributions to the College during years of service were also considered. Dr. Carl J. Galligan, Thelma C. Harding, and Phillip R. Snodderly, (posthumously) were recommended to be awarded emeritus status. Mr. Elliott moved to approve the candidates as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

### ***Faculty Emeritus (ACTION)***

Vice President Oleks recommended that the following candidates be awarded faculty emeritus status: Dr. Ronald Ballard, Robert Carson, D. Lamar Creager, James Hassinger, Mary Hawbecker, Patricia Jennings, Dr. Ray Johns, Dr. Ronald Kepple, John Means, Robert Stenger, and John Ziegler. Mr. Elliott moved to approve as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote. In addition, President Altieri asked that the appropriate faculty division and Faculty Assembly consider recommending Irvin Easterday, Linda Hildenbrand, and Judy Kofoet for faculty emeritus status.

### ***Flex Scheduling Policy (ACTION)***

Mr. Elliott moved to approve the Flex Scheduling policy as submitted. Ms. Chrisoffel seconded, and the motion carried by unanimous vote.

***Course Repeat Policy (ACTION)***

Vice President Oleks said that the Academic Standards, Assessment, and Faculty Affairs Governance Committee recommended that the Board approve a policy allowing students to repeat a credit or developmental course two times. Approval from the Vice President of Academic Affairs would be required to take a course more than twice. Mr. Alter moved to approve the recommendation as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

***End of Year Budget Transfers for FY07 (ACTION)***

Vice President Barker recommended that the Board approve end of year budget revisions and redistribution of designated/discretionary funds with an increase of \$576,050 in equipment, an increase of \$19,300 in IT Service and Maintenance Contracts, an increase of \$3,500 in Printing and Advertising, a decrease of \$513,850 in Employee Benefit Plan, and a redistribution of \$85,000 in Contingency Balance. Mr. Elliott moved to approve as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

***FY07 Fund Balance Designations (ACTION)***

Vice President Barker recommended that the Board of Trustees approve an increase of the General Fund Balance designation in the amount of \$397,216 to \$2,254,333 to cover equipment purchases for the renovated Career Programs Building (\$1,277,116), the difference between the expected and maximum health care costs (\$377,217), anticipated change orders related to the renovation of the Career Programs Buildings (\$100,000), and funds to address campus parking needs (\$500,000). Mr. Elliott moved to approve as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

***Board Re-organization (ACTION)***

In accordance with Article IV of the Constitution and By-laws, Chair Dahbura turned the meeting over to President Altieri to conduct an election for the office of chair for FY08. Dr. Dahbura was the sole nomination. Mr. Alter moved to close the nominations. Mr. Elliott seconded, and Dr. Dahbura was elected by unanimous vote.

Dr. Dahbura assumed chairmanship of the meeting. Ms. Brooks was nominated to serve as Vice-chair, and was the sole nomination. It was moved and seconded to close nominations, and Ms. Brooks was elected Vice-chair by unanimous vote.

Chair Dahbura added that the Board acknowledges that President Altieri will serve as Secretary/Treasurer in accordance with Section 16-202 under Subtitle 2 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:39 PM.

The next regularly scheduled meeting will be held on Tuesday, September 18, 2007. A joint meeting with the County Commissioners will be held from 11:30 – 1:30 in the College Center, Conference Rooms 1 and 2. The regular Board meeting will be held from 1:30 – 3:30 in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary