

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
September 18, 2007*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 18, 2007, in the Administration and Student Affairs Building Board Room, beginning at 1:00 PM. In attendance:

Board Members

Guy Altieri, Secretary / President
Carolyn W. Brooks, Vice-Chair
Anton T. Dahbura, Chair
Merle S. Elliott
Margaret E. Hetzer
Richard W. Phoebus
Gregory I. Snook

HCC Affiliates

Jordan Atha – Freshman Senator, SGA
Anna Barker – Vice President, Administration and Finance
Tyree Burnett – Freshman Senator, SGA
Lauren Clark – Treasurer, SGA
Renee Earley – Coordinator, Student Activities
Lindsey Hollenshead – Vice-President, SGA
Kristen Hughes – Sophomore Senator, SGA
Judy Kofoet – Coordinator, Campus Volunteers
Jenna McBeath – Secretary, SGA
Barbara Macht – Dean, Planning and Institutional Effectiveness
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
Jeremy Vancour - President, SGA
Spring Ward – Chair, Faculty Assembly

Others

Josh Bowman – Reporter, Herald Mail

Call To Order

Chair Dahbura presided and convened the regular meeting at 1:35 PM.

Comments/Special Topics (ACTION)

Mr. Elliott moved to approve the executive meeting minutes for June 19, 2007 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Mr. Elliott moved to approve extension of President Altieri's contract through June of 2011. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Ms. Hetzer moved to approve the following trustee appointments to the Audit Committee for FY08: Chair Dahbura, Merle Elliott, Richard Phoebus, and President Altieri, ex officio. Ms. Brooks seconded, and the motion carried by unanimous vote.

Mr. Snook moved to approve the appointment of Mr. Elliott to serve as the Chair of the Audit Committee for FY08. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Approval of Minutes (June 19, 2007 Regular) (ACTION)

Mr. Elliott moved to approve the June 19, 2007 regular meeting minutes as submitted. Ms. Brooks seconded, and the motion carried unanimously.

Report from Campus Groups

Faculty Assembly

Professor Ward reported that President Altieri, Vice Presidents Barker and Oleks, and approximately 12 faculty members attended a one day retreat this summer. The resulting Memorandum of Understanding was distributed. Ms. Ward said that under the very capable direction of Dr. Oleks, significant progress has already been made in several areas. Ms. Ward thanked the Board in advance for their consideration of additional candidates for faculty emeritus.

Student Government Association

Ms. Earley introduced the SGA officers for FY08: Jeremy Vancour, President; Lindsey Hollenshead, Vice-President; Jenna McBeath, Secretary; Lauren Clark, Treasurer; Kristen Hughes, Sophomore Senator; Jordan Atha, Freshman Senator; and Tyree Burnett, Freshman Senator.

President's Report

Board Briefing Summary

President Altieri said that the women's volleyball team is doing very well, currently ranked #9 in the NJCAA National Division II Poll. (Several days after this meeting, the team was ranked #7 in the same poll.) As of September 10, 2007, fall 2007 headcount was up 4%, and enrollment

credits and FTE were up 3.6%. The first Biotech Advisory Committee meeting was held this week, and the TIC wet lab addition is on track to be completed in January. The tentative dates for the wet lab dedication are February 5 and 12, pending the availability of State officials and the Washington County commissioners on these respective dates. (Several weeks following the meeting, the date was set for February 12, based on the availability of key state officials.)

Commercial Vehicle Transportation Newsletter

Dr. Altieri drew attention to the many donations to the CVT program by area businesses. Enrollments for the program continue to do well. He also noted that Frederick Community College has decided to close its truck driving program for financial reasons.

The Role of Community Colleges in Workforce Creation

Lt. Governor Anthony Brown is a strong supporter of community colleges and their role in providing workforce development for the state. He has identified three areas for further study and action: adult basic education, early college access, and incumbent worker training. It was suggested that the Lt. Governor be invited to visit the HCC campus, perhaps in conjunction with the dedication of the new runway at Hagerstown Municipal Airport scheduled for November 2007. Ms. Stull will send his office a list of several area event dates.

Abraham Property

President Altieri met with Austin Abraham, whose family home borders HCC property. Several of the Abraham brothers, who serve as executors of their parents' estate, were gauging the College's interest in purchasing the property at a future date. It was noted that the larger section of property could be valuable to the College for the planned second entrance. The trustees will be kept informed as the circumstances develop.

FY2007 Audit Report

The Audit Committee is scheduled to meet September 24, 2007 to review the Independent Auditor's Report, Management's Discussion and Analysis, and the Basic Financial Statements for FY07. The College is required to submit these financial statements to numerous local and state agencies by October 1, 2007. With the support of the trustees, the financial statements will be distributed to the requisite agencies upon acceptance by the Audit Committee. The full Board will have an opportunity to review the financial statements at the October 16, 2007 meeting. The September Board meeting for FY09 will be scheduled later in the month to accommodate completion of the audit report and review by the full Board prior to state submittal.

Letter to Maryland's Attorney General

President Altieri mentioned the letter that the College sent to Maryland's Attorney General regarding the "College Loan Code of Conduct." It is believed that federal law will address the

issue. It was also noted that existing Board policies dealing with conflict of interest already address the issue, so that a separate action by the Board was not deemed to be required.

Update on Ft. Ritchie

President Altieri presented to the Pen Mar Development Corporation Board of Directors plans for the College to re-institute an extension site at Ft. Ritchie. The Pen Mar Board was very supportive, and voted to pay for the cost to renovate the former Religious Education Building #304. Renovations were estimated at \$62,000-\$63,000. Vice President Barker is currently reviewing the lease agreement. She said that the College's liability insurance policy provides coverage for satellite sites, and COPT also has blanket insurance coverage that would cover the College. The Board requested confirmation of this coverage at the October Board meeting.

Monthly and Special Reports

Personnel Recommendations for September 2007 (ACTION)

Dean Macht, who has assumed the position of interim Director of Human Resources, discussed the personnel recommendations for September 2007. Mr. Phoebus moved to approve the recommendations as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Financial Report as of August 31, 2007 (ACTION)

Vice President Barker reported that total revenue for the reporting period was \$9.2 million, or 34% of the budget, compared to \$6 million in FY07. The variance was mainly attributable to the timing of county appropriations. Total expenses were a little over \$3 million compared to \$2.6 million in FY07. Total revenue over expense was \$6.1 million. For Auxiliary Services, the Bookstore showed an income of \$168,000, Child Care showed a loss of \$10,600, Food Service showed a loss of \$15,100, and the TIC showed an income of \$10,800, for a net income of \$153,500 for Auxiliary Services. Vice President Barker said the loss in Child Care is attributable to the discounted fees received by students and employees, whose children comprise the majority of attendees at this particular time. She said that she evaluates Auxiliary Services as a whole, as some of the individual services are not necessarily expected to be financially self supporting. Mr. Elliott moved to accept the financial report as of August 31, 2007 as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

MHEC Performance Accountability Report (ACTION)

Dean Macht discussed the MHEC Performance Accountability Report, which was due to be submitted to the state by October 1, 2007. Ms. Macht pointed out that only students transferring to in-state colleges were reportable, so the 56% of HCC's students who transferred to colleges in West Virginia and Pennsylvania were not counted in this report. The average student age for credit classes was 22, while the average student age for non-credit classes was 44. Nursing students passed their state board exams 100% on the second try. Ms. Macht said she was not

proposing any changes in the benchmarks. Mr. Elliott moved to approve the report as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Old Business

Faculty Emeritus (ACTION)

Vice President Oleks said that several retired faculty had been inadvertently omitted from the list of faculty emeritus candidates approved by the Board in June 2007. Subsequently, the appropriate faculty division and Faculty Assembly reviewed and recommended these additional faculty for emeritus status: Irvin Easterday, Linda Hildenbrand, and Judy Kofoet. Mr. Snook moved to approve the recommendation as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Re-establish an HCC Extension Site at Ft. Ritchie (ACTION)

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

New Business

Monitoring Report for Middle States

Dean Macht discussed the monitoring report for the Middle States Commission on Higher Education. The Middle States team requested the monitoring report at the conclusion of their evaluation visit in 2004. The specific purpose of the report was to address the steps taken to strengthen the College's financial position especially with regard to support from the County Commissioners. The report was submitted to Middle States September 1, 2007.

Arboretum and Campus Gardens Policy (ACTION)

Ms. Kofoet said that of the 44 gardens on campus, some are trees that were dedicated as gardens. With Ed Rhone as Head Groundskeeper, the College has made good progress in refurbishing and maintaining the established gardens. Mr. Rhone is working to evaluate existing gardens, determine the maintenance required to maintain them, and identify opportunities for new gardens. The purpose of the proposed Arboretum and Gardens Policy is to provide guidelines for management of existing and future gardens as the campus evolves to accommodate growth and change. Mr. Elliott requested that on page 5, the last sentence under Records be changed to read, "A map of gardens and trees will be maintained using GPS coordinates." Mr. Phoebus moved to approve the recommendation with the suggested revision. Mr. Snook seconded, and the motion carried by unanimous vote.

Price Schedule for Arboretum and Garden Gifts (ACTION)

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

Approval of Volunteer Corps Members (ACTION)

Ms. Kofoet reported that all volunteers complete an application and sign a waiver of liability. State regulations require full background checks only for those individuals working directly with children; however, the application completed by volunteers does ask about felony conviction. Merle suggested the application be reviewed by an attorney. Ms. Kofoet said there are 108 active volunteers, and 23 inactive volunteers. The total number of donated hours was 6,767, valued at \$128,988 savings for the College. Mr. Phoebus moved to approve the recommendation as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Consider Motion to Adjourn to Executive Session

Mr. Elliott 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. Phoebus seconded, and the motion carried unanimously.

There being no further business or discussion, the regular meeting was adjourned at 3:37 PM.

The next regularly scheduled meeting will be held on Tuesday, October 16, 2007, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr