

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
October 16, 2007***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 16, 2007, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Lieba Cohen – Director, Institutional Advancement  
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  
Brian Struntz – Director, Facilities Management and Planning  
Elizabeth Stull – Director, Public Information / Government Relations  
Spring Ward – Chair, Faculty Assembly  
Jeremy Vancour – President, SGA

Others

Wayne E. Alter, Jr.  
Steven H. Alter

**Call To Order**

Chair Dahbura presided and convened the regular meeting at 11:33 PM.

## **Luncheon Discussion**

### ***Foundation Update***

Ms. Cohen reported that approximately \$4 million in gifts, pledges, and in-kind equipment donations have been received toward the \$5 million fundraising goal. The Foundation has acquired new software to help identify possible donors. Mailings and a Phone-a-thon targeting alumni graduating classes are planned. Mr. Phoebus asked the trustees to thank Karen and Wells Ridenour for their very generous gift to the College of over \$200,000. Mr. Phoebus is currently working with two corporations for possible in-kind gifts of equipment, and is planning to meet with Cassandra Latimer, Director of Public Information at Citi, in the near future.

### ***Scholarship Presentation***

Mr. Wayne Alter said that upon graduating from high school his son, Steven, had decided that he did not want to attend college. With the help of President Altieri, Dean Rudy, and members of Academic Advising, a program at HCC was designed for Steven, and he graduated in May 2007 with an Associates Degree. Steven is currently enrolled at Shepherd College and doing well.

Steven Alter said that attending HCC allowed him to understand that he could compete academically and succeed. Because of this new found belief, Steven made other positive changes in his life. He credits his experience at HCC for totally changing his outlook, how he views himself, and his ability to succeed at Shepherd College. In appreciation, Mr. Wayne and Steven Alter presented the Foundation with \$25,000 to establish the Steven Howard Alter named scholarship. This is the third named scholarship the Alter family has established.

### ***MACC Legislative Agenda***

President Altieri discussed MACC priorities, CIP prioritization, support from the Washington County lobbying effort, and the HCC position paper on the need for science labs. Several trustees have informally followed up with various county commissioners regarding CIP funds for the College. President Altieri said indications are that the College will receive the County's portion of FY09 planning and design funds for the arts and sciences complex, but the State's portion of the needed funds is still in doubt. Chair Dahbura asked that trustees channel any information regarding CIP funding to President Altieri.

### **Approval of Minutes (September 18, 2007 Joint, Regular, and Executive) (ACTION)**

Mr. Elliott moved to approve the September 18, 2007 joint meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried unanimously.

Ms. Brooks moved to approve the September 18, 2007 regular meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried unanimously.

Mr. Elliott requested that under CIP Funding Strategy, the sentence reading “Mr. Elliott did not agree with the idea of assignments” be removed from the paragraph. Mr. Snook moved to approve the September 18, 2007 executive meeting minutes as amended. Mr. Elliott seconded, and the motion carried unanimously.

### **Report from Campus Groups**

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

Professor Ward said that the faculty are preparing for the FY09 unit planning meetings that are currently underway. Elaine Ashby is pursuing a degree in pharmacology with the long range possibility of starting a pharmacy tech program at HCC. Mike Parsons will present to a conference at Sussex Community College a new assessment tool that he developed for social science. The Board requested a written report of this conference.

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

Jeremy Vancour reported that Java Junction will be held in the College Center every Tuesday, Wednesday, and Thursday in October. Most of the SGA officers attended a leadership conference at Carroll Community College last weekend. A Veterans Day observance will be held on November 12, 2007. A costume contest, bungee run, and rock wall are planned for October 31, 2007.

### **President’s Report**

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

President Altieri reported that the women’s volleyball team continues to do well, currently ranked very high nationally, and the number one seed in the region. HCC recently joined Maryland Online, a consortium of colleges and universities offering online courses. Of the sixteen community colleges in Maryland, HCC ranks in the lower one third in online course offerings. Plans are to bring online trainers to the campus in early 2008 to assist faculty who are interested in improving or developing online courses. The Loop Road is nearly complete and essentially on budget. A reminder that the Ben Jones art show fundraiser will be held on November 16, 2007, preview hours from 3:00 – 5:00 pm in Kepler Theater. This is the same day as the November Board meeting. The Foundation has asked that the trustees attend a portion of the show to support the Foundation’s fundraising efforts.

#### ***Key Campus Events Update***

Key campus events added were the TIC Wet Labs Dedication on February 12, 2008 at 10:00 am and the Emeritus Reception on April 11, 2008 at 12:00 noon. Additional details will be provided as plans evolve for both events.

### ***MACC Trustee Workshop and Legislative Reception***

Trustees were asked to let Barbara Roulette know if they plan to attend the MACC Trustee Workshop and Legislative Reception on January 14, 2008.

### ***USM – Hagerstown Enrollment Report***

President Altieri noted that the enrollment for USM-Hagerstown has increased. Most of the earlier declines occurred when Frostburg University moved from the square to the USM-Hagerstown building. HCC remains the primary feeder of students to USM-Hagerstown.

### **Monthly and Special Reports**

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

Vice President Barker reported that total revenue for the reporting period was \$9.4 million, or 34% of the budget, compared to \$10.8 million in FY07. She pointed out that the decline in Fees revenue was partially attributable to the restructuring of the CVT fee, which no longer includes textbooks. Total expenses were \$5.1 million, or 19% of the budget, compared to \$4.4 million in FY07. Overall expenses in the FY08 budget are greater than FY07 due largely to increases in salaries and benefits, but expenses for all functions for the reporting period were in line. Total revenue over expense was \$4.3 million compared to \$6.4 million in FY07. The substantial variance was due largely to the timing of receipt of the County appropriation. For Auxiliary Services, the Bookstore showed an income of \$164,000, Child Care showed a loss of \$25,000, Food Service showed a loss of \$15,800, and the TIC showed an income of \$2,400 for a total net income of \$125,800 for Auxiliary Services. Mr. Snook moved to accept the financial report as of September 30, 2007 as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

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

Ms. Macht said that one temporary staff, seven part-time faculty credit, and eight part-time faculty non-credit positions were recommended for hire. Four individuals voluntarily left the College. Mr. Elliott moved to approve the personnel recommendations for October 2007 as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

#### ***FY07 Audit Committee Report (ACTION)***

Trustee Elliott, Chair of the Audit Committee, reported that on September 24, 2007 the Audit Committee met with the College's independent auditors, Albright, Crumbacker, Moul, & Itell. The auditors reported no deficiencies or disagreements and issued an unqualified opinion. Mr. Elliott moved to approve the FY07 Audit Report and related documents as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

### ***Fall 2007 Enrollment Report***

Ms. Fisher reported that total headcount for fall 2007 was up 3.4%. Minority enrollments continue to increase. The search for a multicultural recruiter will soon be concluded with an offer of employment to a very qualified bilingual candidate. Director Fisher indicated that high school principals greatly influence student participation in the ESSENCE program. She said that St. Maria Goretti students will be admitted for the first time to the ESSENCE program in spring 2008, and the Technical High School plans to change their schedule to accommodate the ESSENCE program. Dean Rudy added that while early college enrollments are declining for most community colleges, they continue to increase at HCC.

### ***Annual Governance Report***

Dean Macht reported that the College is beginning its fourth year with the shared governance model. The Governance Council, which is the clearinghouse for governance-related issues, met last year in the spring and fall with the committee co-chairs to clarify assignments and get feedback on what is and is not working. One of the biggest challenges is continuing to improve communication on campus so that all employees feel that they are adequately informed. An institutional climate survey will be conducted in or around February 2008.

### **Old Business**

#### ***Ft. Ritchie Lease***

Vice President Barker discussed the provisions of the Ft. Ritchie lease agreement with Corporate Office Properties Trust (COPT). She pointed out that the first two years are rent-free, with the College being responsible for the utilities. This discussion was for informational purposes only, as the Board approved the establishment of an extension site at Ft. Ritchie at the September 2007 Board meeting.

### **New Business**

#### ***FY09 Plan and Budget***

President Altieri, Vice President Barker, and Dean Macht discussed how the construction of the annual plan and budget is predicated on the College's mission, vision, strategic plan, and institutional priorities. In discussing future CIP projects, President Altieri explained that he and Trustee Elliott had discussed zoning options, including a zoning overlay, with Commissioner President John Barr and County Administrator Greg Murray. They seemed supportive of the idea. A zoning overlay or mixed use zoning designation would preclude the need to obtain a zoning variance for each new construction project. President Altieri said he would survey other community colleges regarding zoning options and forward a summary to the trustees.

***Academic Calendar for FY09 (ACTION)***

Mr. Snook moved to approve the Academic Calendar for FY09 as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

***Holiday Calendar for FY09 (ACTION)***

Mr. Snook moved to approve the Holiday Calendar for FY09 as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

***Agenda for Joint Meeting with Washington County Legislative Delegation***

The trustees reviewed the proposed agenda for the joint meeting with the Washington County Legislative Delegation on November 16, 2007. There were no changes or additions suggested. There was some concern that the Special Session of the Maryland Legislature could interfere with the meeting date. [Subsequent to this meeting, Delegate LeRoy Myers' office confirmed that the delegation would meet with the HCC trustees on November 16, 2007 as scheduled.]

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:09 pm.

The next regularly scheduled meeting will be held on Friday, November 16, 2007, in the Administration and Student Affairs Board Room, beginning at 12 noon.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr