

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
November 16, 2007*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Friday, November 16, 2007, in the Administration and Student Affairs Building Board Room, beginning at 12:00 noon. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Justin Bock – HCC Student
Carolyn Cox – Director, Student Financial Aid
Tommy Durst – HCC Student
Jennifer Eckenrode – Coordinator, Fitness Center
Lindsay Hollenshead – Vice-President, SGA
Jeanine Horst – HCC Student
Susan Johns – HCC Student
Ellen Livingston – HCC Student
Barbara Macht – Dean, Planning and Institutional Effectiveness
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Lori Spessard – Instructor, Economics
Brian Struntz – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations
Spring Ward – Chair, Faculty Assembly
Jeremy Vancour – President, SGA

Call To Order

Chair Dahbura presided and convened the regular meeting at 12:03 pm.

Luncheon Discussion

Implications for HCC of Legislative Actions Taken During Special Session

The adjustments to CADE funding proposed by the Maryland legislature in special session to help address the FY09 budget deficit would negatively impact HCC by about \$23,000. A recommendation made to shift “teacher” retirement costs to the counties could result in the costs being absorbed by the colleges. In that case, the financial impact for HCC would be around \$800,000 for the benefits currently paid by the State. Mr. Snook said that if the County assumed the responsibility for “teacher” retirement, the retirement plan might eventually be changed to afford the County greater control over the funds.

Creating Pathways to Maryland’s 21st Century Workforce

President Altieri discussed the document created by Maryland’s sixteen community college presidents. The top three initiatives were: (1) early college access for high school students, (2) incumbent workers, and (3) adult education. Other initiatives included the high school age population, disenfranchised Marylanders, four-year college/university linkage, and career and technical education. Chair Dahbura suggested that the recommendations be summarized for better clarity.

Approval of Minutes (October 16, 2007 Regular) (ACTION)

Mr. Phoebus moved to approve the October 16, 2007 regular meeting minutes as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Faculty Assembly

Professor Ward reported on various faculty members. She said that the faculty regretted losing Ted Guarriello, who would be leaving his teaching position at the end of December, but was delighted to welcome back Ardyce Ketterling, who would be rejoining the faculty after resigning her administrative position as Director of Developmental Education and Adult Literacy Services. Judy Peisen was recuperating at the Washington County Hospital following major surgery. Thanks to the Board members for their time and energy.

Student Government Association

Mr. Vancour and Ms. Hollenshead reported on Wacky Wednesday held on October 31, 2007 and the Veteran’s Day program. They distributed invitations to the SGA holiday dinner on December 7, 2007, which was open to HCC students and employees.

President's Report

Introduction of 2007 Holiday Card Contest Winners

Justin Bock, who won first place in the 2007 Holiday Card Contest, attended North High and is currently majoring in business at HCC as a full-time student. He also works full-time at Phoenix Color, where he was inspired to create two entries for the card contest. Tommy Durst, who won second place in the contest, is a resident of Clear Spring. He is currently a full-time student, pursuing a certificate in graphic design. Tommy is attending HCC using Workforce Investment Act funds from the Western Maryland Consortium as a result of being laid off by Garden State Tannery.

Board Briefing Summary

Among topics of interest around campus were the following: (1) the women's volleyball team started national competition on November 15, 2007, (2) faculty and staff should move into the renovated section of the Career Programs Building in December 2007, (3) the loop road is completed and open to through traffic, and (4) the annual community report card was scheduled to go to the printer on November 19 to be delivered to households in December 2007.

MACC Trustee Workshop and Legislative Reception

The MACC Workshop and Legislative Reception will be held on January 14, 2008. Trustees Dahbura, Phoebus, Christoffel, Snook, and Brooks said they plan to attend. Registration and agenda information will be forwarded as it is received from the MACC offices.

Monthly and Special Reports

Personnel Recommendations for November 2007 (ACTION)

Ms. Brooks moved to approve the personnel recommendations for November 2007 as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Climate Survey Instrument

Dean Macht discussed use of the National Initiative for Leadership and Institutional Effectiveness (NILIE) assessment program, which has been tested for validity and reliability, and normed on a national database. NILIE is the sole source of Personal Assessment of College Environment (PACE) and Student Assessment of College Environment (SACE) surveys, which are designed to assess satisfaction with the college climate and to identify areas of greatest satisfaction and greatest challenge. Customized questions, which would originate with the Governance Council, as well as a Comments section, could be added to the surveys. These standardized instruments provide the opportunity to collect comparative data. The surveys are scheduled to be distributed to faculty and staff in February 2008 and to students in March 2008 using an on-line environment. The final survey will be provided to the trustees for review prior

to distribution to faculty, staff, and students for completion. Chair Dahbura suggested providing some type of incentive to boost participation levels.

Financial Report as of October 31, 2007 (ACTION)

Vice President Barker reported that the total revenue for the reporting period was \$12.4 million or 46% of the budget compared to \$11.1 million in FY07. Revenue and expenses are currently being reviewed and mid-year budget adjustment recommendations will be presented in January. Total expenses were \$7.4 million or 27% of the budget. Total revenue over expense was \$5 million compared to \$4.8 million in FY07. For Auxiliary Services, the Bookstore showed an income of \$142,000, Child Care showed a loss of \$28,000, Food Service showed a loss of \$12,000, and the TIC showed an income of \$6,700 for a net income of \$109,000 for Auxiliary Services. Mr. Phoebus moved to accept the financial report as of October 31, 2007 as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

New Business

Phi Theta Kappa

Lori Spessard and Jennifer Eckenrode, who assumed the role of co-advisors to Phi Theta Kappa (PTK) this year, discussed the history and objectives of the organization. PTK was recognized by the American Association of Community Colleges as the official honor society for two year colleges in 1929. As the number of community colleges increased in the 1960s, PTK expanded its mission to provide students with a broader base of activities and opportunities. The HCC chapter has been named to the highest level of achievement as a five star chapter. Inductions are held twice per year.

Draft Agenda for December 18, 2007 Joint Meeting with the Foundation Executive Committee

No corrections or additions were made to the draft agenda as presented.

College Vehicle Use Policy (ACTION)

Vice President Barker said that the College Vehicle Use Policy essentially served to formalize past practice. Mr. Elliott moved to approve the policy as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

The Board suggested that recommended policies be reviewed by legal counsel prior to action by the Board. The Administration will devise a plan of action to be presented at a future meeting.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:00 pm. The joint meeting with the Washington County legislative delegation, scheduled to follow this meeting, was postponed to November 30, 2007, 12:00 noon, due to the legislative special session.

The next regularly scheduled meeting will be held on Tuesday, December 18, 2007 in the Plaza Hotel.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr