

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
December 18, 2007*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 18, 2007 at the Plaza Hotel, Cumberland South 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  
Lauren Clark – Treasurer, SGA  
Craig Fentress – Director, Information Technology  
Lindsey Hollenshead – Vice President, 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  
Spring Ward – Chair, Faculty Assembly

**Call To Order**

Chair Dahbura presided and convened the regular meeting at 1:58 pm.

**Approval of Minutes (November 16, 2007 ) (ACTION)**

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

## **Report from Campus Groups**

### ***Faculty Assembly***

Ms. Ward reported the following: (1) Connie Devilbiss has announced her retirement effective January 31, 2008, (2) Judy Peisen is recovering from major surgery and full steam ahead, (3) Bernie Murphy is hosting a radio segment on religion and science, (4) Bob Simmers completed his Master's degree, and (5) Mike Harsh hosts the TV show entitled Historic Houses of Washington County.

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

Ms. Hollenshead and Ms. Clark reported that 60 people attended the December 7 holiday dinner hosted by the SGA. Renee Earley has resigned her position as Student Activities Coordinator. As part of the search process, members of the SGA have interviewed several candidates selected by the search committee. New student orientation will be held January 10, and an outdoor activity will be held in spring 2008.

## **President's Report**

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

President Altieri said that the College recently hosted the Maryland OnLine Board of Directors, which is a collaborative group that promotes online learning. Trends of future growth areas were discussed. Dedication for the TIC wet labs addition will be held on February 12, 2008. Vice President Barker and Mr. Marschner are working to revise the TIC lease agreement.

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

President Altieri said that the State CIP budget is the most pressing issue. Lt. Governor Brown is a strong supporter of community colleges and will do his best to support the budget requests. If the CIP budget exceeds \$80 million, HCC can move ahead with plans for the Arts and Sciences complex.

### ***Five Year Enrollment Data***

From 2002 to 2007, fall enrollment headcount has increased 30.4%, and fall enrollment FTE has increased 25.8%. President Altieri pointed out that over the last five years, enrollments for spring semesters have increased more than fall enrollments, and summer enrollments have more than doubled. But, historically, community colleges report fall enrollments to the state as the official enrollment numbers.

### ***Correspondence from the Attorney General Regarding Financial Aid***

The Board will discuss this at a future meeting.

### ***Martin Luther King, Jr. Celebration***

The Martin Luther King, Jr. celebration will be held January 21, 2008. The program will follow the same general format with age-related activities and a professional keynote speaker to give Dr. King's "I Have a Dream" speech. The Herald Mail has agreed to contribute \$1,000 to help fund the event.

### ***Tour of Career Programs Building at January Board Meeting***

Congratulations to Brian Struntz and his staff for their work in getting the lower level of the Career Programs building ready for occupancy by students and staff for the spring 2008 semester. Trustees will be given a tour of the lower level at the January meeting.

### ***Response to Interim Report from Middle States Commission on Higher Education (MSCHE)***

The Commission's final report following the team's re-accreditation visit in 2005 requested an interim report in 2007 addressing steps the College had taken to increase financial support from the County. The Commission's response to the interim report submitted by the College in September 2007 requested further follow up on this topic in June 2010. President Altieri said he thought two documents that were shared with the Commission in 2005 were instrumental in the request for further follow up: (1) the graph depicting the system-wide average of county funding support to community colleges throughout Maryland, and (2) HCC's long-range planning that had showed some possible deficits. This request for follow up in 2010 does not affect the College's accreditation status.

### **Monthly and Special Reports**

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

Vice President Barker reported that total revenue for the reporting period was \$16.7 million or 62% of the budget. Total expenses were \$9.4 million or 35% of the budget. Total revenue over expense was \$7.3 million compared to \$6.6 million in FY07. For Auxiliary Services, the Bookstore showed an income of \$116,000, Child Care showed a loss of \$33,000, Food Service showed a loss of \$14,000, and the TIC showed an income of \$12,000 for a total net income of \$80,000 for Auxiliary Services. Ms. Barker pointed out that revenue for Food Service in FY07 has increased over FY06, due in part to the acceptance of credit card payments and the sale of food vouchers. Mr. Phoebus moved to accept the financial report as of November 30, 2007 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

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

Dean Macht reported that three regular staff and credit faculty, two part-time temporary staff, and nine part-time faculty positions were recommended for hire. She noted that Stephen Recker would be joining the staff as Web and Multimedia Coordinator and Donna Marriott as Human Resources Director. President Altieri recommended that Dean Macht be awarded a one-time

stipend to compensate for the additional responsibilities of Interim Director of Human Resources. Mr. Elliott moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***Technology Plan Update***

Mr. Fentress discussed the Technology Plan. Recently completed projects included: (1) Datatel R18 upgrade, (2) CP building renovation work, (3) Web Advisor customization, (4) lifecycle management, and (5) replacement of the voicemail system. Mr. Fentress said the R18 Datatel upgrade was seamless for most users, and IT continues to customize various reports. Future projects include: (1) student login and storage space, (2) phone capacity and improvement of infrastructure, (3) migrate campus to Vista and Office 2007, (4) increase bandwidth to remote sites, (5) augment emergency power, (6) disaster recovery planning, (7) physical security, (8) student email server, (9) relocation of server room, and (10) collaboration with WCBOE, Washington County Government, and WCHS.

### **New Business**

#### ***Equipment and Furnishings for the Career Programs Building (ACTION)***

Vice President Barker recommended approval of contracts with Storage Logic, Inc.; Hill-Rom.; Amtek Company; and Duron to purchase equipment and furnishings for the Career Programs Building Renovation. These items were eligible for state funding contingent upon Board approval. Mr. Elliott moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

#### ***Approve December Candidates for Certificates and Degrees (ACTION)***

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

### **Adjournment to Closed Session**

There being no further business or discussion, the regular meeting was adjourned at 3:30 pm.

In closed session, the Trustees discussed one (1) appointment, employment, assignment, promotion or compensation of appointees, employees, or officials over whom they have jurisdiction; and discussed personnel matters that affect one or more specific individuals. Present during closed session were Trustees 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.

The next regularly scheduled meeting will be held on Tuesday, January 15, 2008, in the College Center, Conference Rooms 1 and 2.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr