

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
January 15, 2008*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 15, 2008, in the College Center Conference Rooms 1 and 2 beginning at 12:00 pm.

In attendance:

<u>Board Members</u>	<u>Luncheon</u>	<u>Business</u>
Guy Altieri, Secretary / President	X	X
Carolyn W. Brooks, Vice-Chair	X	X
Pamela Christoffel	X	X
Anton T. Dahbura, Chair	X	X
Margaret E. Hetzer	X	X
Gregory I. Snook		X
 <u>HCC Administrators &amp; Staff</u>		
Anna Barker – Vice President, Administration & Finance		X
Kristen Hughes – Sophomore Senator, SGA		X
Chris Marschner – Manager, TIC		X
Donna Marriott - Director, Human Resources		X
Judith Oleks – Vice President, Academic Affairs		X
Barbara Roulette – Recording Secretary	X	X
Donna Rudy – Dean, Student Affairs	X	X
Brian Struntz – Director, Facilities Management & Planning		X
Elizabeth Stull – Dir., Public Information / Govt. Relations		X
Spring Ward – Chair, Faculty Assembly		X
 <u>HCC Women's Volleyball</u>		
Jessica Ambrose	X	
Ashley Arentz	X	
Beth Domenico – Head Coach	X	
Kira-Brooks Ford	X	
Heather Higgins	X	
Brittany Horn	X	
Kierra Nelson	X	
Caitlyn Selby	X	
Kim Snavelly	X	
Sammi Snodderly	X	
Magda Tekiel	X	
Nikki Wirth	X	

## **Call To Order**

Chair Dahbura presided and convened the luncheon session of the regular meeting at 12:05 pm.

## **Luncheon Discussion**

Chair Dahbura welcomed members of the 2007 Women's Volleyball team. Their seventh place national finish represents the best performance for women's volleyball in the College's history. A 55-53 victory was recorded in the record books as the highest scoring women's volleyball game in two-year and four-year institutions. Congratulations to the team and their coaches for a stellar season.

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

Ms. Christoffel moved to approve the joint meeting minutes as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. Ms. Brooks moved to approve the regular meeting minutes as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote. Ms. Brooks moved to approve the executive meeting minutes as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

## **Report from Campus Groups**

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

Sophomore Senator, Kristen Hughes, reported that approximately thirty students attended the new student orientation. This week the SGA sponsored welcome back events for students, which included free donuts and pizza. Future events include Martin Luther King, Jr. celebration of diversity on January 21, a magic show on February 21, and a Valentine's Day Dance, date to be determined. Heather Barnhart has been promoted, pending Board approval, to the position of Student Activities Coordinator.

### ***Faculty Assembly***

Ms. Ward reported that 350 students from across the state are expected to attend Student Advocacy Day in Annapolis on February 13. In advance of that date, Ms. Ward, Ms. Barnhart, and President Altieri will meet with the students attending from HCC to discuss issues pertinent to the College. Ms. Ward said that individual classes would stress to the students the importance of voting in the primary election, but the deadline for voter registration for the primaries is past. Twenty-one faculty and staff presented topics at the AFFACT conference. Connie Devilbiss, Brenda Hassinger, and Spring Ward were selected as the candidates to be considered for the Educator of the Year Award. Elections will be held in March for Assembly Chair, Vice Chair, and Secretary.

## **President's Report**

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

President Altieri said that spring enrollments are up approximately 8% over last spring, with a particularly large increase in returning students. The first January-start class for an Associates Degree in Nursing will begin this January semester. The number of yearly graduates in this program will more than double by 2013.

### ***January 14<sup>th</sup> MACC Trustee Workshop and Legislative Reception***

The governor announced that the state budget for CIP projects for community colleges would be \$81 million, which just includes HCC's Arts and Sciences Complex. However, since the budget is not yet final, work still needs to be done to keep those dollars in place.

Trustee Snook joined the meeting at 1:24 pm.

### ***Community College Property Zoning***

President Altieri conducted an informal state-wide survey of community colleges regarding property zoning designations. Seeking special zoning approvals for each construction project, as the College is currently required to do, slows the process significantly. A special zoning designation would give the College more latitude within specified guidelines, and thus would not require individual approval for each project. Mr. Snook suggested presenting the County with a Master Plan, which would provide the same result.

### ***Correspondence from Secretary of Education, Margaret Spellings***

President Altieri discussed the letter from Secretary Spellings regarding campus safety and security and the privacy rights of students. Vice President Barker, who chairs an ad hoc committee studying campus safety and security, reported later in the meeting.

## **Monthly and Special Reports**

### ***Personnel Recommendations for January 2008 (ACTION)***

Ms. Marriott reported that four regular staff and credit faculty, one part time temporary staff, eight part time credit faculty, and seven part time non-credit faculty positions were recommended for hire. One staff promotion was also recommended, and five employees left the College. Ms. Brooks moved to approve the personnel recommendations as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

***Financial Report as of December 31, 2007 (ACTION)***

Vice President Barker reported that total revenue for the reporting period was \$17.4 million or 65% of the budget. FY08 exceeded FY07 by \$1.8 million. Total expenses were \$11.7 million or 44% of the budget. FY08 expenditures exceeded FY07 by \$1.5 million. Most of the variance was attributable to Capital Outlay under Institutional Support, which was the purchase of health sciences equipment from Fuji. Total revenue over expense was \$5.7 million compared to \$5.5 million in FY07. The Bookstore showed an income of \$101,000, Child Care showed a deficit of \$30,700, Food Service showed a deficit of \$30,700, and the TIC showed an income of \$2,400, for a net income of \$42,400 for Auxiliary Services.

The Board requested that the label on the far right column of future financial reports be changed from "FY07-08 % Rec/Exp Variance" to "Percentage Variance to Budget." Vice President Barker will make the change.

Mr. Snook moved to accept the financial report as of December 31, 2007 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***FY07 Mid-Year Budget Revision (ACTION)***

Vice President Barker said it was recommended that a net decrease of \$135,437 in revenue and expense be made to the FY08 budget. She discussed the highlights of the recommended revision. Ms. Hetzer moved to approve the FY08 mid-year budget revision as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

**New Business**

***Long Range Enrollment Projections***

President Altieri discussed the long range enrollment projections through fall 2012. From fall 2008 through fall 2012, a 5.5% increase was projected each year for credit students. Enrollments for non-credit were projected to increase 7% each year beginning fall 2009, due primarily to the renovations to the upper level of the Career Programs Building. Chair Dahbura requested the inclusion of charts and graphs for future long range enrollment projection reports.

***Campus Security and Safety Enhancements***

Vice President Barker reported that the Ad Hoc Campus Safety Committee has reviewed national reports and has determined that one of the most pressing issues in the event of a crisis on campus is communicating that information to faculty, staff, and students. Since surveys have shown that 90% of students have cell phones, one communication option is e2Campus, a self-service, web-based mass notification system. e2Campus uses cell phones via messaging and landline phones via text-to-voice phone calls and email. Students and staff would need to sign up for this service. Approximately one-half of the Maryland community colleges currently use or plan to use the e2Campus system. The Committee is also exploring the use of a high decibel

campus siren to alert faculty, staff, and visitors of emergency situations on campus via a high-power, rotating uni-directional siren. Vice President Barker also said that the Committee has discussed identifying students with psychological needs and conducting crisis intervention training with a qualified speaker. The College currently retains a therapist who is available for consultation on an as-needed basis.

***Proposed Lease Rates for TIC Wet Labs (ACTION)***

Mr. Marschner reported that construction of the TIC wet lab addition is on schedule. He used Montgomery County as a base for determining the lease rate, which is about \$32 to \$36 per square foot. A one-year lease is the norm. The rate schedule, when shared with prospective tenants, has gotten a favorable response. Mr. Marschner said that once the demand for the space has been achieved, a rate hike of 10% could be considered for the second year. The lease rates will be renewed annually and will be incorporated into the Student and Community Fee Schedule. Liability for the leased space would be covered by the College's \$2 million blanket liability coverage. Mr. Snook suggested that prospective tenants be given the opportunity to negotiate for special circumstances the first year.

**Adjournment to Executive Session**

There being no further business or discussion, at 2:38 pm Mr. Snook moved, Ms. Hetzer seconded, and it was unanimously approved to adjourn to executive session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the Board has jurisdiction and/or other personnel matters affecting one or more individuals, and to exercise executive function privilege in accordance with §10-508 of the Annotated Code of Maryland.

The next regularly scheduled meeting will be held on Tuesday, February 19, 2008, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr