

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
February 19, 2008*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 19, 2008, 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
Richard W. Phoebus
Gregory I. Snook

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Jennifer Fisher – Director, Admissions, Records, and Registration
Terry Kitchen – Director, Children’s Learning Center
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Judith Oleks – Vice President, Academic Affairs
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Laura Sheffield – HCC Student
Lori Spessard – Assistant Professor, 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 12:16 pm.

Luncheon Discussion

Ms. Kitchen discussed the Children’s Learning Center (CLC), which achieved re-accreditation by the National Association for the Education of Young Children (NAEYC) in December 2007. Since the CLC first earned accreditation by the NAEYC in October 2001, the process has been revamped to require meeting or surpassing more stringent criteria, and requires much more

documentation. Most nationally accredited child care centers are affiliated with colleges or universities. The distinction of accreditation provides a useful evaluation tool for parents who are comparing child care facilities. Ms. Kitchen said that the CLC achieved 100% in the standards of Relationships, Assessment of Child Progress, Health, Community Relationships, and Leadership and Management, and achieved at least 80% in the remaining five standards. At this point in the meeting, the trustees left the meeting room to take a brief tour of the CLC.

Approval of Minutes (January 15, 2008 Regular and Executive) (ACTION)

Ms. Christoffel moved to approve the January 15, 2008 regular meeting minutes as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. Ms. Brooks moved to approve the January 15, 2008 executive meeting minutes as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

Mr. Vancour reported that the Valentine's Day Dance went very well. An Easter Egg Hunt is scheduled for March 8, 2008 at 9:00 am. Spring Fest will be held April 14 – 18, 2008, and will conclude with an Orioles game. Heather Barnhart is the new Student Activities Coordinator.

Faculty Assembly

Professor Ward reported that a voluntary online training session was attended by 35-40 faculty members. Biotech career day is scheduled for April 4, 2008. Since Washington County college students did not attend Student Advocacy Day due to inclement weather, Professor Ward and Ms. Barnhart are discussing an alternative opportunity for the students.

President's Report

Board Briefing

President Altieri discussed highlights in Student Recruitment and Enrollments, Credit Curriculum Development, and Institutional Advancement.

Joint Meeting with County Commissioners April 1, 2008

A reminder that the joint meeting with the County Commissioners originally scheduled for March 18, 2008 will be held on April 1, 2008 in the Career Programs Building. A short tour of the renovated lower level of the building will be included.

Update on MACC Initiatives

In an effort to retain the State budget amount earmarked for education, MACC asked the Public Information Directors of the sixteen Maryland community colleges to create a one-page media piece emphasizing the importance of community colleges to economic growth and development. Beth Stull customized this generic document to fit HCC's needs.

Correspondence to the Washington County Delegation Urging Support of SB203

SB 203 proposes the transfer of responsibility for Adult Basic Education (ABE) from the Maryland State Department of Education (MSDE), which is primarily focused on the education of children, to the Department of Labor Licensing and Regulation (DLLR), which has primary responsibility for providing adults with opportunities to join Maryland's workforce. HCC urged the Washington County Legislative Delegation to support this transfer through the passage of SB203. It is hoped that this move would lead to increased funding for the ABE program.

College Board Report

President Altieri discussed a summary of the College Board Report entitled Winning the Skills Race and Strengthening America's Middle Class: An Action Agenda for Community Colleges. The full 56-page report is available at www.collegeboard.com/communitycolleges, "National Commission on Community Colleges" (a choice on the left menu), and "Read the Commission's final report."

Update on Dental Program

President Altieri discussed converting the non-credit dental assisting program to a credit-bearing program, which would enable students to receive federal and other financial aid. Fourteen area dentists have agreed to serve on the program's advisory committee. Seven of the fourteen attended the first informational meeting on January 25, 2008 to discuss current and future workforce trends, potential curriculum models and requirements, space requirements for expansion, and the possibility of an Associate of Applied Science degree in dental hygiene, if financially possible. Mr. Phoebus said that the Foundation plans to campaign for dental equipment to help offset the cost. The dental assisting program should be available to students in spring 2009.

Monthly and Special Reports

Personnel Recommendations for February 2008 (ACTION)

Ms. Marriott reported that three regular staff and credit faculty, three temporary staff, nine part-time credit instructors, and six non-credit part-time faculty were recommended for hire. One staff appointment was also recommended. Mr. Snook moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of January 31, 2008 (ACTION)

Vice President Barker reported that the total revenue for the reporting period ended January 31, 2008 was \$18.5 million, or 69% of the budget, compared to \$16.7 million in FY07. Total expenses were \$13.6 million, or 51% of the budget, compared to \$11.6 million in FY07. Total revenue over expense was \$4.9 million compared to \$5 million in FY07. For Auxiliary Services, the Bookstore showed an income of \$251,000, Child Care showed a loss of \$60,000, Food Service showed a loss of \$39,000, and the TIC showed an income of \$6,000 for a total net income of \$158,000 for Auxiliary Services. Vice President Barker said that the issue of subsidizing Food Service would be re-evaluated following the opening of the Conference Center, which is expected to increase Food Service revenues through additional catering events. Mr. Elliott moved to accept the financial report as of January 31, 2008. Ms. Christoffel seconded, and the motion carried by unanimous vote.

Spring 2008 Enrollment Report

Ms. Fisher reported that the total enrollment for spring 2008 increased 5.5% over last year. Out-of-state enrollments, which were down, could be attributable to the opening of Blue Ridge Technical College in West Virginia. ESSENCE out-of-state enrollment doubled, possibly due to: (1) HCC's program at Greencastle High School, and (2) the loss of some state funding in FY08 by Pennsylvania colleges made HCC a more equitable choice for Pennsylvania residents. Ms. Fisher also noted that male enrollments were up for spring 2008 across all categories.

New Business

New and Discontinued Degree and Certificate Programs for FY09 (ACTION)

Vice President Oleks discussed the new programs recommended for approval. Mr. Elliott moved to approve Pharmacy Technician Certificate as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote. Mr. Phoebus moved to approve Sport Coaching Letter of Recognition as submitted. Mr. Snook seconded, and the motion carried by unanimous vote. Mr. Phoebus moved to approve Sports Officiating Letter of Recognition as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Based on data collected and presented at the unit planning meetings for FY09, Vice President Oleks said it was recommended that the following be discontinued: AAS Database Management, Certificate Database Specialist, LOR Database Management Specialist, LOR Desktop User Specialist I, Certificate Operating System Specialist I, LOR Operating System Specialist I, Certificate Programming Specialist, LOR Programming Specialist, Certificate Technician Specialist II, LOR Technician Specialist II, Certificate Technician Specialist III, LOR Technician Specialist III. Vice President Oleks emphasized that these recommendations were mainly enrollment-driven, and the overall computer curriculum has been restructured, not downsized. Mr. Elliott moved to approve the recommendations as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

Review First Draft of the Annual Plan and Budget for FY09

President Altieri said that the FY09 Plan and Budget was drafted from the information obtained through the unit planning process and supports the College's vision, institutional priorities, and 2012 strategic plan. Some points of emphasis were completion of the Career Programs Building and moving forward with the Arts and Sciences complex, continued progress on design of the College's Web site, expansion of Distance Education and the development of several new programs, Ft. Ritchie extension site, expansion of the adult literacy program, cost-benefit analysis of programs, and partnerships with community groups. Vice President Barker said the draft of this budget included a 2% increase in credit tuition rates, a 10.5% increase in state funding, and a 9.5% increase in county funding. Subsequent revisions will be shared with the Board as the budget continues to be refined. Recommendation for approval of the final revision will be presented at the May 20, 2008 Board meeting.

Student and Community Fee Schedule for FY09 (ACTION)

Vice President Barker discussed the Student and Community Fee Schedule for FY09, pointing out that recommended changes were based on program expenditures, required specialized equipment and software, College and outside agency surveys, and the financial condition of the College. The rates for the TIC wet labs, approved by the Board at the January 15, 2008 meeting, were incorporated into this Fee Schedule. Mr. Elliott moved to approve the recommendations as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Appoint Auditors for FY08 (ACTION)

Chair of the Audit Committee, Merle Elliott, said the Committee recommended appointment of the independent auditing firm of Albright, Crumbacker, Moul & Itell, LLP to conduct the College's FY08 audit. Due to new auditing standards which became effective January 1, 2008, the cost would increase approximately 15% to \$36,225. Mr. Elliott moved to approve the recommendation of the Audit Committee as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

Introduction of the All Maryland/USA Academic Team Nominees

Ms. Spessard introduced Ms. Laura Sheffield. Ms. Anna Dice, who was also nominated, could not be present. Congratulations to Ms. Sheffield and Ms. Dice for their outstanding achievements. Congratulations also to President Altieri for his receipt of the Shirley B. Gordon Award of Distinction, an award presented by Phi Theta Kappa to a president for providing outstanding support to PTK initiatives on campus. Trustees are invited to attend the next PTK induction, which will be held on March 2, 2008 at 3:00 pm in Kepler Theater.

Adjournment to Executive Session

There being no further business or discussion, Mr. Phoebus moved to adjourn to executive session at 3:10 pm. Ms. Christoffel seconded, and the motion carried by unanimous vote.

In closed session, the Trustees discussed two (2) personnel matters relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction, one (1) financial planning strategy, and one (1) other matter affecting one or more specific individuals. Present during closed session were Trustees Carolyn W. Brooks, Pamela Christoffel, Anton T. Dahbura, Merle S. Elliott, Richard W. Phoebus, and Gregory I. Snook. Also present were President Guy Altieri and Recording Secretary Barbara Roulette. Present for portions of the closed meeting were Vice President of Administration and Finance, Anna Barker; Director of Human Resources, Donna Marriott; and President of Clear Management Consulting, Karen Lehr.

The next regularly scheduled meeting will be held on Tuesday, March 18, 2008, in the College Center Conference Rooms 1 and 2.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr