

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
March 18, 2008*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 18, 2008, in the Administration and Student Affairs Building Board Room, beginning at 11:45 am. 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
Gerald Haines – Director, Instruction
Donna Marriott – Director, Human Resources
David Maruszewski – Instructor, Simulation and Digital Entertainment
Leigh-Anne Mauk - Assistant, Public Information / Government Relations
Jeffrey Morgan – Assistant Professor, Administration of Justice
Judith Oleks – Vice President, Academic Affairs
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Brian Struntz – Director, Facilities Management and Planning
Melanie Ulrich – Instructor, Biotechnology
Spring Ward – Chair, Faculty Assembly
Jeremy Vancour – President, SGA

Call To Order

Chair Dahbura presided and convened the regular meeting at 11:47 am.

Luncheon Discussion

Introduction of New Full Time Faculty

Vice President Oleks introduced David Maruszewski, Instructor of Simulation and Digital Entertainment; Jeffrey Morgan, Assistant Professor of Administration of Justice; and Melanie

Ulrich, Instructor of Biotechnology. Each offered a brief summary of their teaching experience, greatest challenges and/or surprises at HCC. Five of the eight new faculty members were unable to attend due to scheduling conflicts.

Consideration of a Plan to Distribute Board Packages Electronically

After discussing various options and concerns regarding the electronic distribution of Board materials, it was decided that as a first step the President's office would e-mail the materials for the March 18, 2008 meeting in pdf format to test the capability of the existing technology to handle large files.

Approval of Minutes (February 19, 2008 Regular and Executive) (ACTION)

Mr. Snook moved to approve the February 19, 2008 regular meeting minutes as submitted. Mr. Phoebus seconded, and the motion carried unanimously. Mr. Snook moved to approve the February 19, 2008 executive meeting minutes as submitted. Ms. Christoffel seconded, and the motion carried unanimously.

Report from Campus Groups

Student Government Association

Mr. Vancour reported that the Easter Egg Hunt was a huge success, despite the rainy weather, with 350 participants. A jazz musician and a comedian are two acts scheduled to perform in March. Spring Fling will be held April 14 – 18, featuring a different event each day, concluding with an Orioles game. Recruiting has begun for new SGA members since the current officers will graduate in May 2008.

Faculty Assembly

Professor Ward reported that the Faculty Assembly will elect a new Chair, Vice-Chair and Secretary at the next meeting on Thursday, March 20, 2008. Also slated for discussion is the possibility of a new student evaluation instrument. The Industrial Technology Lab is now complete, CVT enrollments have increased, and Biotech Career Day will be held April 4, 2008. The instructors for Development Education have created "Evenings at Borders" as a means to meet and share instructional ideas.

President's Report

Board Briefing Summary

The president summarized events in Student Recruitment and Enrollments; Facilities and Grounds; Planning, Governance, and Institutional Effectiveness; and the Technical Innovation Center. Several credit classes are up and running at Ft. Ritchie with five to eight students enrolled in each. A ribbon cutting will be held in conjunction with the dedication of the

Community Center. Mr. Snook suggested that information regarding the biotech wet lab leases be shared with the County Commissioners at the joint meeting on April 1, 2008 to reinforce a tie-in with economic development.

MHEC Approval Request for Pharmacy Technician

President Altieri discussed the request to MHEC to approve the Pharmacy Technician Certificate, citing its centrality to the mission of the College, and evidence of the labor market demand as referenced in *Maryland's Top 25 Demand Health Career Occupations*, which was published by MHEC in 2004. In addition, a survey was distributed to 83 retail and institutional pharmacies in the local tri-state area. Of the 42% who responded, more than half have employees that might be interested in pursuing this type of training, and 77.4% would be willing to pay a higher wage for a technician who completed this training. Approval from MHEC is expected shortly.

Draft Agenda for April 1, 2008 Joint Meeting with County Commissioners

The trustees had no additions or revisions to the proposed agenda for the joint meeting with the County Commissioners on April 1, 2008. When queried about again including selected HCC students to share their stories, the Board agreed that interaction with the students is important and should be included even if time constraints forced another part of the presentation to be shortened.

Monthly and Special Reports

Personnel Recommendations for March 2008 (ACTION)

Ms. Marriott reported that four regular staff and credit faculty, two part-time credit faculty, and nine part-time non-credit faculty were recommended for hire. The trustees were introduced to Leigh-Anne Mauk, Public Information Assistant, who will also provide coverage for the President's office as needed. Mr. Phoebus moved to approve the personnel recommendations as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Financial Report as of February 29, 2008 (ACTION)

Vice President Barker pointed out an error in the financial report for the General Fund and distributed a corrected copy prior to discussion. The total revenue for the reporting period was \$21.3 million, or 80% of the budget, compared to \$19.3 million in FY07. Total expenditures were \$15.5 million, or 58% of projected expenditures, compared to \$13.3 million in FY07. Vice President Barker pointed out that Healthcare costs to date for FY08 were \$1.14 million due to several significant claims. Total expenditure for Healthcare costs in FY07 was \$660,000. Considering the available budget for the remainder of the year, the fund balance designation, and the College's stop loss limits, meeting budget could be very close. Total revenue over expense was \$5.9 million compared to \$6 million in FY07. For Auxiliary Services, the Bookstore showed an income of \$236,000, Child Care showed a loss of \$37,000, Food Service showed a

loss of \$39,000, and the Technical Innovation Center showed an income of \$13,000, for a total net income of \$173,000 for Auxiliary Services, compared to \$169,000 in FY07. Ms. Christoffel moved to accept the Financial Report as of February 29, 2008 as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Campus Safety and Security Update

Vice President Barker reported that the College has completed the agreement with e2Campus for the campus mass notification system. Technical implementation is complete with a promotional campaign to follow shortly. The College is also securing quotes from Alertus Technologies and Whelen. Alertus provides an emergency alert system comprised of wall mounted beacons, which can be directly linked to e2Campus. The system includes sirens, strobes, and a large text display board. Whelen provides an alert system which can also be integrated with the mass notification system, which includes a siren and the capability to broadcast voice announcements over a mass outdoor notification system. In addition, Mr. Brett Sokolow, JD, a specialist in campus safety, will present on March 21, 2008 a campus-wide session addressing key points and best practices for faculty and staff on responding to disruptive student behavior and students in distress. Sessions like this will become required training for select groups of employees.

New Business

Long Range Financial Plan

Vice President Barker and President Altieri discussed the long range financial model for the College. Total headcount, term and residency distribution, and credit tuition rates for in-county, out-of-county, and out-of-state were the drivers for the model. County funding was projected at a 9.5% increase over the previous year for FY09, and an 8% increase over the previous years for FY10 through FY13. The County Commissioners have rejected some CIP projects, but the Arts and Sciences Complex is still on the accepted list. CIP projects will be mentioned on April 1, 2008 at the joint meeting with the County Commissioners.

Improving the Master Class Course Schedule

Director Haines discussed the Master Class Schedule. He said that the number of canceled sections has declined over the past several years, which indicates the schedule is more accommodating to student needs. Cross-listed classes (several self-directed classes held in the same room and monitored by one instructor) are counted as separate classes when canceled and therefore tend to skew the data somewhat. The Developmental Plus 6 Course Package groups developmental math and English classes with academic support services. Students move through the program as a cohort group. Package scheduling is especially effective for new students who need extra support.

Review RFP for Architect for Arts and Sciences Complex

Revisions in the text on pages 1 and 2 of the RFP were suggested by the Board. In discussing the time line for the Arts and Sciences Complex, President Altieri said the RFP would be mailed and a public notice placed in newspapers April 1, 2008 to begin the bid process. Written proposals would be due May 1, 2008.

Appointment by the Board Chair of an Ad Hoc Architect Screening Committee for the Arts and Sciences Complex

Trustees Christoffel and Snook were appointed by Chair Dahbura to serve with President Altieri, Vice President Barker, and Director Struntz on the Ad Hoc Architect Screening Committee for the Arts and Sciences Complex.

Health Benefits Design Changes

Director Marriott said that of the sixteen Maryland community colleges, only HCC applied the deductible to preventive health care visits. It is believed that this out-of-pocket expense might deter employees from getting preventive health care screenings, which could detect medical problems earlier and ultimately lower the claims for subsequent treatment. It was recommended that beginning July 1, 2008, in-network preventive care visits be charged a \$20 co-payment with no applied deductible. Mr. Snook moved to approve as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

Adjournment to Closed Session

There being no further business or discussion in regular session, Mr. Elliott moved to adjourn to executive session to exercise executive function privilege at 2:52 pm. Ms. Hetzer seconded and the motion carried by unanimous vote.

During closed session, the Trustees discussed one (1) property zoning matter, met with consultants regarding strategic financial planning, and addressed Board administrative matters. Present during closed session were Trustees Carolyn Brooks, Pamela Christoffel, Anton Dahbura, Merle Elliott, Margaret Hetzer, Richard Phoebus, and Gregory Snook. Also present at various times were Guy Altieri, President; Barbara Roulette, Recording Secretary; Donna Marriott, Director of Human Resources, and Karen Lehr, President, Clear Management Consultants.

A special joint meeting with the County Commissioners will be held on April 1, 2008, in the Career Programs Building, Room 160. The next regularly scheduled meeting will be held on Tuesday, April 22, 2008, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary