

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
April 22, 2008*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 22, 2008, in the Administration and Student Affairs Building Board Room, beginning at 12:00 noon. In attendance:

Board Members

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
James Cannon – Director, Continuing Education
Gerald Haines – Director of Instruction
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
Brian Struntz – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations
Jeremy Vancour – President, SGA
Spring Ward – Chair, Faculty Assembly

Call To Order

Chair Dahbura presided and convened the regular meeting at 12:14 pm.

Adjourn to Closed Session

Mr. Elliott moved to adjourn to closed session to discuss personnel issues and exercise executive function privilege. Ms. Christoffel seconded, and the motion was unanimously approved.

Re-convene Regular Session

Following adjournment of the closed session, Chair Dahbura re-convened the regular meeting at 1:12 pm. In closed session, the Trustees discussed three (3) financial matters and one (1) personnel matter relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction. Present during closed session were Trustees Carolyn W. Brooks, Pamela Christoffel, Anton T. Dahbura, Margaret E. Hetzer, Merle S. Elliott, Richard W. Phoebus, Sr., and Gregory I. Snook. Vice President Anna Barker and Director Donna Marriott were also present, and President Altieri was connected by telephone.

Approval of Minutes (March 18, 2008 Closed and Regular, and April 1, 2008 Closed and Joint) (ACTION)

Ms. Roulette distributed an amendment to the April 1, 2008 Joint Minutes. Mr. Snook moved to approve the March 18, 2008 closed and regular meeting minutes and the April 1, 2008 closed meeting minutes as submitted, and the April 1, 2008 joint meeting minutes as amended. Ms. Christoffel seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

Mr. Vancour said that recent performances by students were well received, and the marionette show attracted a good turn out. Spring Fling week was a great success; Wednesday was the largest event day, and the week of festivities concluded with an Orioles game.

Faculty Assembly

Professor Ward said that CAPP and MAPP tests, to measure student outcomes assessment, were underway. While students were encouraged to participate, it was not mandatory. Approximately 120 students participated in MAPP, and approximately 81 students participated in CAPP. Student speakers selected for Honors Convocation were Beverly Bowers and Benjamin Buhrman. Frances Cade was elected Chair for the Behavioral and Social Sciences/Business Division.

President's Report

Board Briefing Summary

Vice President Barker discussed student recruitment and enrollment and institutional advancement. She noted that the preliminary report for the Snook Tribute showed net proceeds exceeding \$60,000.

Update on Expressions of Interest for the Arts and Sciences Complex

Vice President Barker distributed an updated timeline. She said that approximately 60 expressions of interest had been received.

Monthly and Special Reports

Personnel Recommendations for April 2008 (ACTION)

Ms. Marriott corrected the personnel report, noting that the credit and non-credit faculty had been reversed on the original report. Mr. Snook moved to approve the personnel recommendations for April 2008 as amended. Ms. Christoffel seconded, and the motion carried unanimously.

Financial Report as of March 31, 2008 (ACTION)

Vice President Barker reported total revenue for the reporting period was \$25.7 million or 96% of the budget. FY08 revenue exceeded FY07 by \$2.7 million. Total expenses were \$17.4 million or 65% of the budget. Total revenue over expense was \$8.2 million, compared to \$7.8 million in FY07. Following distribution of corrected Auxiliary Services, Vice President Barker reported that the Bookstore showed an income of \$219,000, Child Care showed a loss of \$34,000, Food Service showed a loss of \$43,000, and the TIC showed an income of \$1,500, for a net income of \$144,000 for Auxiliary Services.

In response to questions by the Board, Vice President Barker said that the cost of the Career Programs Building renovations had increased by approximately \$400,000 due to change orders. The budget included contingency funds of \$300,000 - \$350,000. A more in-depth review of the total cost of this project would be included in the May Board meeting.

Ms. Brooks moved to accept the financial report as of March 31, 2008 as amended. Ms. Hetzer seconded, and the motion carried unanimously.

Annual Continuing Education Report

Mr. Cannon discussed Continuing Education, with the major focus on facilities. He said that seven classes were scheduled to be held at Ft. Ritchie during the summer 2008 semester. Plans for the fall 2008 semester would include feedback from Ft. Ritchie site students and meetings with COPT representatives. Mr. Cannon pointed out that the Valley Mall is a strategic location because it provides access to the I-81 corridor and drop-in foot traffic from the shopping mall. Negotiations for the lease, which expires in 2009, will be critical. On the program side, Mr. Cannon said that Con Ed has been experiencing more local competition for College for Kids, and possibly for contract training. He suggested the College consider offering Drivers' Education, which tends to be a good source of revenue.

College Athletics and the Growth of the Physical Education Curricula

Mr. Myers discussed the athletic program, citing the accomplishments of the men's and women's athletic teams during the 2007 – 2008 season. He also discussed the improvements in the physical education curricula, which now offers more options for students to earn certificates and degrees.

New Business

Student Credit Tuition for FY09 (ACTION)

Mr. Elliott moved to approve a \$2.00 flat rate increase for in-county, out-of-county, and out-of-state credit tuition for FY09. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Continuing Education Tuition and Fees for FY09 (ACTION)

Vice President Barker said that the proposed non-credit tuition and fees for FY09 were unchanged from FY08. Ms. Brooks moved to approve as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Credit for Life Experience (ACTION)

Mr. Haines discussed the Credit for Life Experience Policy developed by the Teaching and Learning Shared Governance Committee. The Board expressed concern regarding the consistency of evaluation of materials across departments and suggested the policy contain some reference to a consistent process for validation. It was agreed to table this topic until the May or June Board meeting.

Approval of May Candidates for College Certificates and Degrees (ACTION)

Mr. Elliott moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Remarks from Trustees

Mr. Snook expressed thanks for support of the Snook Tribute.

The Board recognized Vice President Barker for a job well done in her role as acting president during President Altieri's medical leave.

Thanks to Pam Christoffel for her service on the Board and best wishes for the future.

Adjournment

There being no further business or discussion, Mr. Elliott moved to adjourn the regular meeting at 2:39 pm. Mr. Snook seconded, and the motion carried by unanimous vote.

The next regularly scheduled meeting will be held on Tuesday, May 20, 2008, at Lakeside Hall at Ft. Ritchie.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary