

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
May 20, 2008***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 20, 2008, in Lakeside Hall at Ft. Ritchie, beginning at 12:00 noon. In attendance:

Board Members

Guy Altieri, Secretary / President
Carolyn W. Brooks, Vice-Chair
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
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
Spring Ward – Chair, Faculty Assembly

Call To Order

Chair Dahbura presided and convened the regular meeting at 12:01 pm.

Adjourn to Closed Session

Mr. Elliott moved to adjourn to closed session to discuss personnel issues and exercise executive function privilege. Ms. Hetzer 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 1:10 pm. In closed session, the Trustees discussed one (1) financial matter, one (1) board administrative issue, and three (3) personnel matters 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 Brooks, Anton

Dahbura, Margaret Hetzer, Merle Elliott, Richard Phoebus, Sr., and Gregory Snook. President Altieri, Vice President Barker, Vice President Oleks, Dean Macht, and Director Marriott were also present.

Approval of Minutes (April 22, 2008 Closed and Regular) (ACTION)

Mr. Snook moved to approve the April 22, 2008 closed and regular meeting minutes as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Faculty Assembly

Professor Ward reported that the faculty was working on selecting faculty representatives to serve on governance committees, and in conjunction with the president's office, choosing a summer date for the faculty retreat. Ms. Ward distributed brochures for the pharmacy tech program, which will begin in fall 2008. Ms. Ward said the faculty retirees who chose not to attend a campus-sponsored retirement reception requested that the money saved be donated to the Foundation for faculty scholarships.

Student Government Association

Dean Rudy reported for the SGA that the free food during finals week was a great success, and \$240.00 was raised for CASA. The SGA retreat, designed to allow outgoing and incoming officers to share experiences of the past and ideas for the future, would be held May 30 and 31, 2008 at Rocky Gap Lodge and Golf Resort in Cumberland, Maryland.

President's Report

Board Briefing Summary

President Altieri gave a brief overview of Credit Curriculum Development and Teaching and Learning and Institutional Advancement. He pointed out that the Math 101 College Algebra redesign received praise in the online publication *Learning MarketSpace*. Students taking the redesign sections have shown improvement in performance and completion rate.

President Altieri reported that the unofficial net proceeds for the Snook Tribute were \$63,500. Mr. Snook said that he and his wife, Ruth Ann, would add additional funds for a total of \$75,000.

Review Tentative Board Meeting Dates for FY09

President Altieri briefly discussed the proposed Board meeting and campus event dates for FY09. Formal approval for the dates will be recommended at the June meeting.

Recap of Capital for a Day

President Altieri reviewed Capital for a Day, May 8, 2008. MHEC Assistant Secretary Andrea Mansfield and DGS Secretary Alvin Collins met with Dr. Altieri, the president's cabinet, and several trustees (Merle Elliott, Richard Phoebus, and Margaret Hetzer) from 2:30 to 3:00. Lt. Governor Anthony Brown and Budget and Management Secretary Eloise Foster, as well as secretaries Mansfield and Collins, toured the Career Programs Building from 3:00 to 4:00. DLLR Secretary Tom Perez met with Dr. Altieri, Trustee Hetzer, and several staff and faculty members at 4:30. Thanks to Beth Stull for providing excellent press coverage.

Monthly and Special Reports

Personnel Recommendations for May 2008 (ACTION)

Ms. Marriott reported that regular staff and credit faculty, one temporary staff, four part-time faculty credit, and one part-time faculty non-credit were recommended for hire. Four employees left the College. Mr. Phoebus moved to approve the personnel recommendations for May 2008 as submitted. Mr. Snook seconded, and the motion carried unanimously.

Financial Report as of April 30, 2008 (ACTION)

Vice President Barker reported total revenue for the reporting period was \$26.3 million or 98% of the budget. FY08 revenue exceeded FY07 by \$3.1 million. Total expenses were \$19.3 million or 72% of the budget. Total revenue over expense was \$7 million, compared to \$6.4 million in FY07. For Auxiliary Services, Vice President Barker reported that the Bookstore showed an income of \$209,000, Child Care showed a loss of \$35,000, Food Service showed a loss of \$47,000, and the TIC showed an income of \$6,000, for a net income of \$134,000 for Auxiliary Services.

Mr. Elliott moved to accept the financial report as of April 30, 2008 as submitted. Ms. Brooks seconded, and the motion carried unanimously.

Old Business

FY09 Plan and Operating Budget (ACTION)

Vice President Barker discussed the FY09 Plan and Operating Budget. In building the budget, over sixty unit planning meetings were held with cost center managers and staff. Initiatives ultimately included in the plan and budget were guided by the College's mission, vision, strategic plan, and institutional priorities. Mr. Elliott moved to approve the Plan for FY09 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. Vice President Barker briefly discussed the FY09 Operating Budget of \$29.3 million, which was summarized on pages 32 and 43 of the complete Plan. Mr. Elliott moved to approve the FY09 Operating Budget as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Update on Arts and Sciences Complex Architect Selection Process

Vice President Barker said that six direct solicitations were made, and fifty-nine additional packages were requested. Twenty-nine proposals were received. Initial screening narrowed the field to eleven firms and one alternate firm. The screening committee was scheduled to conduct interviews on May 27, 28, and 29. Final selection of an architectural firm would be recommended at the June Board meeting.

New Business

FY09 Pay Rate Schedule for Temporary and/or Grant-Funded Positions and Additional Assignments (ACTION)

Director Marriott said this pay rate schedule is reviewed annually, and also includes full time employees who assume additional duties beyond their published job descriptions. Mr. Elliott moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Salary Scale and Midpoint Adjustment for FY09 (ACTION)

Based on the results of the Clear Management Salary Survey conducted earlier this year, it was recommended that the staff and faculty salary scales be increased by 3%, and the midpoint be increased by 5% for FY09. Mr. Elliott moved to approve the recommendation as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote.

Position Reclassifications and Faculty Promotions for FY09 (ACTION)

Director Marriott said that of the twenty positions submitted for reclassification, only fifteen were recommended for approval. She said that reclassification decisions were based on detailed assessments of current job responsibilities and comparisons to comparable jobs in cohort colleges and area businesses. President Altieri pointed out that most jobs at HCC are unique to specific departments within the College, and have no comparable position with similar duties in another department. As jobs evolve through restructuring or growth of the department, reclassification decisions consider the changing nature of the duties, responsibilities, and skill sets necessary for that position. Mr. Elliott moved to approve the recommendations as submitted. Mr. Phoebus seconded, and the motion carried by unanimous vote. The Board requested additional analysis of positions and classifications at a future meeting.

Vice President Oleks said that of the twelve positions submitted for faculty promotion or tenure, ten were being recommended for approval. Two requests were denied for failure to meet the minimum requirements. Mr. Phoebus moved to approve the recommendation as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Employee Benefits for FY09: Change in Stop Loss Carrier (ACTION)

Director Marriott said that from June 2007 through March 2008, HCC has had 18 claims that exceeded \$10,000 each. As a result, the College's stop loss carrier, IOA Re, Inc., proposed a 45.86% increase in renewal rates for the total stop loss premium and the plan maximum liability for FY09. In contrast, BP, Inc. could provide the same amount of coverage for FY09 for a 20.85% increase over FY08. Ms. Marriott said both companies have the same Best rating. Mr. Phoebus requested that the Best rating be shown on future recommendations. It was recommended that the Board approve the stop loss coverage for FY09 to BP, Inc. Mr. Phoebus moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Bid Approval for Construction of the Storage Building (ACTION)

It was recommended that the contract to construct a storage building behind the Career Programs Building be awarded to Bollinger Enterprises, with a total bid of \$141,730, subject to negotiation for the painted seamless roof. Mr. Elliott moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Bid Approval for Construction of the Parking Lots (ACTION)

It was recommended that the contract to construct parking lots be awarded to P & W Excavating, with a total bid of \$140,155. The bid included TIC base bid, TIC alternate, Lot G base price, and Lot G alternate. Mr. Phoebus moved to approve the recommendation as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Update on Active and Inactive Programs

Vice President Oleks briefly discussed the list of active and inactive programs. She explained that many of the inactive programs had actually been changed slightly, and the former course listing had never been deleted from the system.

Special Report and Tour

At this point, the meeting was moved to the HCC classroom building at Ft. Ritchie. Emily Hollins, coordinator for the HCC program at Ft. Ritchie, gave a brief Powerpoint presentation. HCC's presence provides accessibility to the students in the Cascade and surrounding areas. Six courses will be offered in the summer 2008 session, and will be increased in the fall 2008 semester. Enrollments are expected to increase as further development of the Ft. Ritchie site continues.

Adjournment

There being no further business or discussion, Mr. Snook moved to adjourn the regular meeting at 3:15 pm. Mr. Phoebus seconded, and the motion carried by unanimous vote.

The next regularly scheduled meeting will be held on Tuesday, June 17, 2008, in the Administration and Student Affairs Board Room. A reception for Chair Dahbura will be held in the College Center Conference Rooms immediately following the meeting.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary