

**President's Cabinet
Meeting Minutes
January 13, 2004**

Present: Guy Altieri, Anna Barker, Mike Harsh, Barbara Macht, Donna Rudy, Michael Seger, Joe Sidlowski, Phil Snodderly, Beth Stull

The minutes of the December 17 meeting were approved for distribution.

President's Report

Agenda Topics for January 20 Board Meeting

Dr. Altieri distributed draft copies of the above mentioned agenda for review by cabinet members. Topics will include the following, in addition to regular agenda items:

- Review of MLK Day/diversity celebration
- Land transfer letter from county commissioners
- Middle States update
- HCC Foundation's support for a capital campaign to help equip/furnish renovated CP Building
- Preliminary spring enrollment report
- Planning class schedule improvements
- Proposed budget adjustments for FY04
- Enrollment and budget projections for FY05 to FY10
- Review funding requests from the county
- Academic calendar 2004-2005
- Holiday calendar 2004-2005

Enrollment Growth

To date, spring enrollment is up more than 11 percent over last spring. These numbers are on target to show the highest figures for a spring semester in the college's history. There is also a dramatic increase (25%) in minority students. Beth Stull will follow-up with the media for coverage of this significant growth.

Community College Funding in the Governor's FY05 Budget

The MACC Executive Committee recently met with Chip DiPaula, MD secretary of budget and management. He shared information to suggest that Maryland community college budgets are likely to remain the same as last year. Two versions of a preliminary budget were shown, one with the hold harmless provision for those schools experiencing enrollment declines, and one without.

CIP Funds from the County

Dr. Altieri, Anna Barker and Phil Snodderly recently met with the county's capital improvement projects committee. They shared HCC's capital projects list for FY05 through FY11. All agreed that the meeting went well and felt feedback from the committee was very positive.

Discussion

Catalog Production Schedule

Beth Stull distributed a timeline for a June 1 completion of the next college catalog. Instructional information is due by February 15; the HR section is due by March 19; and all other areas must provide their updates to Beth Stull by March 1. Strict adherence to the timeline is critical.

Program for MLK/Diversity Day Celebration

Dr. Rudy reported that final arrangements are being made for the event to be held on Monday, January 19, from 10 a.m. to 1:30 p.m. in the College Center.

Completing Community and Student Fee Schedule for FY05

This topic will now be discussed at the February board meeting, rather than the January one as originally planned. The deadline for Academic Affairs to submit their information is January 31.

Finalizing Committee Membership and Setting-Up Governance Training

Committee membership appointment for the new governance model is currently underway. Faculty positions will be announced by January 29 and administrators by January 30. Training will begin shortly thereafter.

Spring Semester Start-up

Dr. Altieri gave cabinet members the opportunity to bring up any important matters regarding the start of the spring semester. The consensus was that things are going well.

Facility Projects Update

- Phil Snodderly shared that drywall is currently being installed in the new Valley Mall classrooms. The building permit is with the state fire marshall and things are moving ahead.
- Furniture for the Administration Building will be ordered by the end of the week.

Climate Survey

Barbara Macht reported that the deadline for the climate survey has been extended. All responses must now be postmarked by January 16 in order to be tabulated in the results.