

**President's Cabinet
Meeting Minutes
May 11, 2004**

Present: Guy Altieri, Anna Barker, Ann Clark, Barbara Macht, Donna Rudy, Michael Seger, Joe Sidlowski, Beth Stull

The minutes from the April 6 meeting were approved for distribution.

President's Report

Latest on County FY05 Funding

Dr. Altieri reported that the county is planning to fund its portion of the CP Building renovation throughout FY05, FY06 and FY07. The state portion is also looking favorable at this point.

Report Items from Annapolis

- Dr. Altieri reported that most community colleges are planning for a four to 10 percent cut in state funding. There is also some talk that the state may cut back on its pension contributions to education. Anna Barker continues to watch the College budget and is prepared to make adjustments as necessary, particularly in the unlikely event that the pension contributions are cut by the state.
- MHEC is still operating with an interim secretary. The governor's office is studying the current structure of MHEC and has no immediate plans to find a permanent replacement for interim secretary Calvin Burnett. (Update since Cabinet meeting: The interim title has been removed from Burnett's title.)
- Discussion has resumed about the possibility of USM institutions being free to set different tuition levels. No timeline has been established for any decisions.

Meeting State Reporting Obligations and Dates

Dr. Altieri asked cabinet members to review the due dates for the various state reports and be sure that those who are responsible will meet the deadlines.

Middle States Updates

Dr. Altieri reported that the recent visit with Ed Yaw went well. The confirmed dates for review by the Middle States team are October 31 through November 3, 2004. Dr. Yaw sent a letter to Middle States outlining the agreements for the self-study and visit. Dr. Altieri also sent a letter to Middle States reminding them of HCC's special emphasis on planning, budgeting and outcomes assessment. He also requested that the nine member team consist of individuals with experience in planning, budgeting, developmental education and shared governance on non-unionized campuses. Barb Macht reported that most committees have turned in their self-study chapters and the others are due by this Friday. She will then prepare a roughly 300-page draft of the report to be sent to Ed Yaw by June 1. June 30 is the absolute cut-off date for submission of any new information for inclusion in the final report. One final draft will be shared during the August workshop days.

Discussion

Difficulties in Meeting Production Schedules for Publications

Beth Stull discussed timelines and information still needed for completion of the fall schedule, catalog and community report. She stressed the importance of adhering to deadlines in order to avoid lengthy delays with print vendors. Much discussion followed, including entry of updates for course descriptions in Datatel. Joe Sidlowski said that Mike Harsh will have updates complete by Friday. The deadlines for the schedule and catalog will be met only if all information is finalized by early next week. The discussion expanded to include the importance of providing faculty members with student majors on the student rosters that they receive each semester. A procedure will be developed to ensure this takes place.

Governance Training Feedback

Michael Seger reported that the governance training went well, with 46 in attendance. The only concerns expressed related to how to reach consensus. The consultant gave a formal consensus model as demonstration. The group requested a follow-up meeting with the consultant for the fall.

Plan and Budget Open Forum Feedback

The meeting held during workshop days was well received.

Agendas for Upcoming Board Meetings

Dr. Altieri distributed draft agenda copies for the May 25 and June 15 board meetings, and cabinet members gave input as to the topics to be covered for each.

Final Arrangements for Honors Convocation and Commencement

Joe Sidlowski reported that the recent planning meeting for the Honors Convocation went well. A final practice session for division chairs is planned for Thursday morning. Donna Rudy shared that plans for commencement are in place, with the rehearsal set for Friday evening. Beth Stull is working with the local media. Publicity emphasis will be given to Sarah Keely, the youngest graduate in HCC's history, and the honorary degree given posthumously to Todd Witmer, at the recommendation of faculty.