

**President's Cabinet
Meeting Minutes
May 17, 2005**

Present: Guy Altieri, Anna Barker, Barbara Macht, Carole Richardson, Donna Rudy, Michael Seger, Beth Stull, Spring Ward

The minutes from the April 5 meeting were approved for distribution and will be placed on the intranet under "meeting minutes."

President's Report

Latest on County FY06 Funding

Dr. Altieri reported that John Munson is attempting to lower the county's proposed budget, however, he is confident his attempt will be unsuccessful.

Report Items from Annapolis

- The seven USM centers could be a major topic during the next legislative session. Shady Grove and the five centers run by community colleges have complained that USM-H is getting too much money (\$1 million last year and possibly \$2 million this year.)
- The Maryland Department of Disabilities and MACC are partnering to pursue supplemental money for students with disabilities at community colleges.
- The Chancellor is working with the Board of Regents to explore a possible shift to the FTE funding model for all USM institutions. This could have negative implications for USM-H and the community college sector.

MHEC Calendar of Reports

Barbara Macht distributed a list of yearly reports required by MHEC, noting due dates and responsible people. Cabinet members discussed and made minor revisions.

Emeritus Policy for Faculty and Administrators

It was reported that no written criteria currently exists regarding emeritus status. Dr. Altieri has asked Ron Kepple to draft several ideas on a process to use in determining who should qualify for emeritus status. The President will follow-up with Dr. Kepple to see what has been developed to date. Dr. Altieri is expecting that there will be an application process, as part of a formal policy.

Community-Based Job Training Grants

The first information is beginning to emerge in response to President Bush's promise of \$250 million for community college funding of community-based job training. The College is considering submitting grants for health care/nursing ladders and truck driving. Diane Weaver is working with Carol Gillis (freelance grant writer) to apply for these grants.

Vice Presidential Search

Dr. Altieri shared that the goal is to have finalist candidates on campus in late August or early September, with a decision to be made by the end of October or early November.

Arts and Sciences Complex Concept Development

An ad hoc group, consisting primarily of faculty, will meet a few times this summer to begin brainstorming plans for this renovation and classroom expansion project.

Summer Cabinet Meetings

The summer meeting dates are: Wednesday, June 8; Tuesday, June 28; Tuesday, July 19; and Tuesday, August 16; from 9 to 10:30 a.m.

DISCUSSION

Updates on Major Publications

- Beth Stull reported that corrections to the draft of the catalog are being made this week. Due to some delays, it is likely that the printer deadline will be missed by a few days, however, the catalog is still expected to be on campus by the end of June.
- The fall class schedule is on schedule for printing in June, with home delivery by the first week in July. It will likely be the largest combined schedule to date, and will include additional ads to feature new programs and class locations.
- The annual community report will be prepared for delivery in August. It will feature more feature-type information, with a focus on quality at HCC.
- A brochure entitled “Know the Facts about HCC” will be ready for distribution this summer. Its goal is to provide information on current growth, funding challenges and upcoming fundraising campaigns.

Feedback on Open Forum on Salaries and Campus Climate

Dr. Altieri shared that he feels the sessions were very valuable. He also thinks that greater explanation of the college’s salary administration needs to be given. Regarding the topic of the campus climate, some cabinet members shared the idea of developing action plans to address the main issues, especially the academic calendar and holiday working schedule. Dr. Altieri suggested that Academic Council and Student Affairs work together to review the academic calendar.

Board Agenda

Dr. Altieri distributed a list of suggested topics for the May board meeting. Cabinet members discussed it and made a few minor revisions.

Year-End Personnel Evaluations

Michael Seger shared that employees will receive their evaluation materials this week. Executive staff and division chairs will be asked to complete upward evaluations. After some discussion, it was determined that an administrators meeting will be held on Monday, May 23 at 10:30 a.m. to provide greater explanation of the process.

Final Adjustments to the FY06 Plan and Budget

Anna Barker shared that the narrative is nearly complete. Grant information is still outstanding. Tentative numbers have been used until final approvals are granted. It will be presented as an action item at the board's June meeting.

Report from Student Services

Donna Rudy shared the following:

- Summer enrollments to date are up by 4.3%, without the prison enrollments included. Once entered into the registration system, those numbers should bring summer enrollments to a 6 or 7 percent increase. Academic Affairs and Student Affairs will work together to examine the trends in summer numbers and consider altering the summer sessions offered in the future.
- Congratulations to the men's baseball team for a successful season.
- She requested feedback regarding honors convocation and commencement.

Report from Human Resources

Michael Seger shared that Jennifer Fisher has been hired as the new director of admissions, records and registration, and will begin on Monday, May 23. Jennifer comes to HCC from Shippensburg University.