

**President's Cabinet
Meeting Minutes
November 1, 2005**

Present: Guy Altieri, Anna Barker, Barbara Macht, Judith Oleks, Donna Rudy, Michael Seger, George Soterin, Beth Stull, Spring Ward

The minutes from the September 27 meeting were approved as corrected.

President's Report

1.65 Million DOL Grant

All 16 Maryland community colleges applied for the U.S. Department of Labor grant and HCC was the only one to receive funding. The grant is tied to the Bush initiative for \$250 million for community job training programs. HCC will need to raise or contribute about \$350,000 as a match to bring the total amount to \$2 million. The money will be used to expand the truck driver training program, which will include a new transportation management program. Spending can begin now. Enrollment is currently full and a waiting list has begun.

November 18 (Friday) Meeting with Trustees and Delegation

The regular meeting of the board of trustees will begin at 1 p.m. on November 18. The meeting with the delegation will begin at 2:30 p.m. Dr. Altieri distributed a draft agenda for the meetings, and cabinet members provided feedback.

Future Board Agenda Topics

Dr. Altieri distributed an updated version of the agenda topics for future board meetings, to which cabinet members made a few suggestions.

Student Nominees for All-USA Academic Team

Selections must be made by December 1. Loretta Thornhill is in the process of selecting two PTK nominees for this award.

Flex Scheduling Guidelines

Dr. Altieri shared his concerns over the lack of established guidelines for flex scheduling. He acknowledged that technology provides greater opportunity for some positions to have flexible schedules, but requested that operational guidelines be developed. Michael Seger was asked to take the lead on this project and report to the cabinet at a future meeting.

Director of Instruction Search

Carole Richardson has accepted a position at Central Michigan University and, as such, will vacate her current position on December 2. Dr. Altieri shared that a national search for her replacement will begin as soon as advertising can be placed.

News from Annapolis

Dr. Altieri shared that the biggest community college issues in Annapolis relates to funding.

- Community colleges submitted \$75 million in combined capital projects.
- Small college funding is also a hot topic. Under the current MACC Legislative initiative, if HCC were to surpass the median college (FCC), it would lose it's small college funding over five years. (20% each year) If there is no legislative change in the CADE funding formula, then HCC could lose all of its small college funding. (\$500,000 in the first year it becomes a medium-size MD community college)
- The University System of Maryland is trying to change its funding model to an FTE type system. The impact of this proposal for community colleges has not yet been determined.

Discussion

Middle States Follow-Up Report

Barbara Macht distributed a draft of the follow-up report contents and timeline. She will be working on this with Judy Oleks.

MLK Holiday Event

The planning committee met last week regarding the January 16 event to be held in the ARCC from 10 a.m. to 2 p.m. A theme was identified to honor Rosa Parks and Ruth Monroe. Donna Rudy will brief Faculty Assembly in November to encourage even greater participation by faculty.

Event Planning Group for Campus Staging Areas

Dr. Altieri shared his edits to a draft charge statement for the group, as prepared by James Feagin. A copy is attached.

Holiday Party

Beth Stull reminded everyone that the annual staff and faculty holiday party will be held on Thursday, December 15 at 6 p.m. at the Four Points Hotel. Invitations will be mailed within the next week.

Catalog

Beth Stull shared that a production schedule for the next edition of the catalog has not been set. A discussion followed regarding ideas for the placement of three updated electronic versions of the catalog to be placed on the Web site in between each annual printed edition. Beth will attend the next meeting of Academic Council to discuss this idea and plan a production timeline.

IT Plan

Anna Barker reported the following:

- Craig Fentress is currently prioritizing the initiatives within the IT Plan and providing costs for each.
- Representatives will be on campus November 19 to assist with the Datatel action planning process.

- Replacement purchases are complete.

January Workshop Planning

Judy Oleks was asked to take the lead on the development of an agenda for January workshops, with the assistance of Academic Council and cabinet members.

Spring Recruitment/Enrollment

Donna Rudy reported that spring registration begins November 5.

Other Business

Temperature Control in Campus Buildings

George Soterin reported that the conversion to heat on campus has gone well. He also shared that he was able to lock-in a rate for power of six cents per kilowatt hour through December 2006, and a rate of 6.92 cents through December 2010. This is considerably less than what other county institutions will be paying.

Unused Vacation

Anna Barker reported that, under the current system, it is not possible to accurately track unused vacation time as the system automatically clears data from the previous fiscal year each July 15. Dr. Altieri requested that a better system be established that will allow information to be archived each year. This will be a topic of further discussion at the unit planning meeting for Finance and Administration.

Cabinet Member Reports

- **Spring Ward** – Faculty Assembly approved the Teaching and Learning Excellence Fund. They also expressed interest in the Institutional Priorities, especially the hybrid and ESSENCE courses. She also reminded everyone of the campus Thanksgiving luncheon on November 17.
- **Michael Seger** –A draft copy of the conflict of interest policy was distributed. After comments from the cabinet, it was determined that it should be delayed from presentation to the board of trustees until review by legal council.