

**President's Cabinet  
Meeting Minutes  
February 14, 2006**

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

The minutes from the January 3 meeting were approved.

**President's Report**

**Request to County for FY07 Funding**

Dr. Altieri reported that the board's audit committee has given verbal support to pursue a 15 percent increase again this year from the County.

**Report Items from Annapolis**

- The County will be asked to allocate an additional \$1 million match for the increase of \$2 million that the governor has proposed for the CP Building renovation.
- The State may make additional funds available for adult education, however, the County would be required to add money as well.
- There is talk of establishing a base funding model for USM, with no further funding to be granted unless enrollments grow. This comes at a time when Towson and Salisbury are experiencing strong enrollment growth.

**State Reporting Obligations**

Dr. Altieri reminded everyone to be sure they are meeting the state reporting deadlines. Donna Rudy was asked to follow-up with Judy Oleks with the criteria for statewide programs and a list of statewide programs offered by other community colleges. Barbara Macht was asked to send everyone the master list of report deadlines and who is responsible for each.

**FY07 Holiday Party**

Comments from the January holiday party were favorable for scheduling it on a Friday evening next January. A tentative date of January 12, 2007, has been established, with an inclement weather back-up date of January 19. Cabinet members were asked to report any conflicts to Beth Stull.

**Discussion**

**Update on the CP Building**

George Soterin reported that an unexpected project delay of approximately two months has occurred as a result of eight local families, working through the Citizens for the Protection of Washington County, who have requested a public hearing to discuss their concerns over the flood plain around the CP Building. George has confirmation that their concerns will be proven to be invalid, however it is their right to proceed with the hearing, which is scheduled for March 6 in the Kepler Theater.

## **State of the County**

Dr. Altieri recently attended the State of the County meeting. He stated that it's clear that the College currently has the support of three of the five county commissioners. He emphasized the significance of the outcome of November's election in retaining a majority vote with regard to the interests of the College.

## **Board Agenda Topics for February**

- First Draft of FY 07 Plan and Budget
- Spring Enrollment Report
- Enrollment Projections to 2012
- Fee Schedule for FY 07
- Meeting with Commissioners – discussion of draft agenda
- Policy Items from Shared Governance Committees
- Review of the Foundation's plan for the \$5 million Fund Raising Campaigns
- Routine Reports – Finance- Personnel –Enrollment

## **Middle States Interim Report**

Barbara Macht and Judy Oleks are currently working on this report, which is due to Middle States by October 1, 2006. Dr. Altieri feels fairly confident about the work that's been done at the course and program levels, however he expressed some concern over having sufficient data to support the assessment of HCC's general education graduation requirements.

## **Graduation and Honors Convocation Planning**

Planning is beginning on this year's ceremonies. Donna Rudy is going to establish a contract with a professional photographer for all three events. Judy Oleks will work with the academic officers to determine the specific awards that will be given this year. Dr. Altieri asked that planning also begin on the December 16, 2006 graduation.

## **Cabinet Member Reports**

- **George Soterin** – Documentation for FY08 construction projects is due to the State in May. This must include an overview for the Arts and Sciences Complex.
- **Michael Seger** – The open forum on salaries and benefits will be held on February 23 at 2:30 p.m.
- **Judy Oleks** – The Maryland Board of Nursing will visit campus this Thursday and Friday. The search for a direction of instruction is ongoing. Joan Johnson will become division chair of the Humanities Division on July 1. Other chairs and directors remain the same.
- **Beth Stull** – Work is currently underway on the next catalog and activities and publications for the 60<sup>th</sup> anniversary.
- **Barbara Macht** – She is on schedule with revisions to 2012.
- **Donna Rudy** – She will accompany 19 students and two other staff members to Annapolis tomorrow for Student Advocacy Day. The SGA/Alumni Valentine's Dance was very successful. Enrollment is currently down .4%, but may get a boost from the second 7.5-week session.

- **Anna Barker** – She and Barbara Macht will present a preliminary overview of the FY07 Plan and Budget to the board of trustees in February. More details are to be worked out.
- **Spring Ward** – The semester appears to be going well. Dr. Altieri will attend Thursday's Faculty Assembly meeting. This meeting will include the selection of candidates for outstanding faculty member and a recognition of next month's election of Assembly officers.