

**President's Cabinet
Meeting Minutes
January 2, 2007**

Present: Guy Altieri, Anna Barker, Barbara Macht, Judy Oleks, Donna Rudy, Michael Seger, Brian Struntz, Beth Stull and Spring Ward

Minutes from the December 12 meeting were approved as corrected.

President's Report

Agenda for Workshop Week

Judy Oleks distributed the final agenda for Workshop Week, which begins Tuesday, January 9. One of the presentations will focus on Microsoft Vista. Dr. Altieri cautioned that we are not ready to begin using it for the spring semester, in part because of uncertainties associated with the impact of other software that faculty and staff are currently using, as well as the installation Datatel release 18 competing for IT's limited time.

January and February Board Meetings

Dr. Altieri distributed copies of the agendas for upcoming board of trustees meetings, which cabinet members reviewed and amended slightly.

County and State Funding for FY08 Budget

Following the extensive work that was done last year with regard to Maryland's Cade Funding Formula for community colleges, the question this session is whether the state will fully fund it. If so, it could mean a seven to nine percent increase for HCC. On the county side, the President plans to seek Board support to request another double digit increase this year.

CIP Funds from County

Much pressure is being put on the new board of county commissioners. As a result, they are interested in knowing what HCC's capital improvement requests will be over the next four years. The plan is to approach the new group with a request for continuation of funding to support HCC's priority CIP projects. Funding for the CP Building renovation is already secure.

CP Building Pre-construction Meeting

A meeting will be held on January 5 to discuss all aspects of the construction process, which will begin on January 8. A key element to emphasize is the need to meet the timelines for the various phases of building. The goal is to hold classes in the lower level beginning in January 2008.

Discussion

FY08 Plan and Budget Development Process

Barbara Macht will distribute a list of follow-up items by the end of the week. The first part of the executive officers planning retreat will be held on January 11 and 12.

Updates for MLK/Diversity Day

Donna Rudy reported that Senator Barbara Mikulski initially expressed great interest in attending HCC's event, scheduled for January 15, however, she has now decided she will not be attending. As such, HCC's MLK Day committee will approach her very early in the planning process next year. Otherwise, plans are going well for this year's event. One issue that has come up each year is the difficulty in attracting HCC students to the event. Dr. Altieri suggested adding a student panel discussion next year.

Spring Semester Start-Up Issues

- Brian Struntz reported that he is not anticipating any problems with facilities at this point.
- Beth Stull reported that advertising for late-start classes will be done in February.
- Changes to the master class scheduled are being addressed as needed.
- Donna Rudy reported that spring student headcount is down by a small amount at this point, however FTE and total credits are even, and minority students continue to increase.

Cabinet Member Reports

- Beth Stull reported that RSVPs for the HCC holiday party are due by January 12.
- Judy Oleks reported that two new faculty members will start this semester – Melinda May is replacing Ron Ballard and Ted Guarriello has been hired as the instructor for facilities maintenance.