

**President's Cabinet
Meeting Minutes
May 1, 2007**

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

Minutes from the March 27 meeting were approved.

President's Report

Latest on County FY08 Funding

Dr. Altieri reported that he and the trustees have talked with county commissioners since the preliminary budget revealed that HCC would receive only half of its requested increase for FY08. John Barr and Greg Murray told Dr. Altieri that the budget is not yet final. Anna Barker has provided additional documents as requested by Deborah Murray.

News from Annapolis

Most community colleges in Maryland are struggling with their CIP planning, in light of the uncertainty of state funding. During his recent visit to HCC, MACC Executive Director Clay Whitlow stated that this is the first year that some community colleges received planning dollars and will not receive construction money next year. The presidents are working to develop CIP priority-setting criteria.

Hogan Commission for Future Funding

State Senator P.J. Hogan is going to head a committee to study future funding models for community colleges. Wor-Wic Community College President Ray Hoy, who is chair of the presidents' group this year, will be a part of this committee, along with Clay Whitlow.

Ft. Ritchie Extension Site Update

Brian Struntz and staff members from IT recently visited Ft. Ritchie to examine the facility that HCC would use on the former base. Cost estimates to update the building, including IT needs, are estimated at about \$60,000. Construction work should take about three months to complete. The goal is to begin offering some type of non-credit programs there for the second half of the fall 2007 semester, if an agreement with COPT is worked out in time to complete the necessary renovations.

Ad Hoc Safety and Security Group

In response to the Virginia Tech tragedy, Dr. Altieri has initiated an ad hoc committee to examine HCC's current safety and security procedures. He will finalize a charge statement for the 14 committee members who will begin meeting soon. The committee will be asked to report their findings during the August workshop days.

Discussion

Transition Timeline for the CP Building

Brian Struntz reported that the lower level will be ready to receive furniture and equipment in November/December 2007. Nursing and radiography are the first priorities,

in order to be ready for spring 2008 classes. One general classroom on the lower level will be used for continuing education offices, until the second floor is finished. The Valley Eatery will close in December 2007 and reopen in the fall of 2008. The entire project is scheduled for completion by April 2009, at which time a dedication ceremony will be held.

Prep for County Budget Hearing

The county budget hearing originally scheduled for May 8 in the Kepler Theater has been delayed. It will now be held on May 22 or 29. Beth Stull is working to identify speakers to testify on behalf of HCC.

Middle States Fall Report

A follow-up report to Middle States regarding county funding is due by September 1. Barbara Macht and Anna Barker are working on it.

May 29 Board Meeting

Topics will include college vehicle usage, flex scheduling, course repeats, and a special report on college athletics. The plan and budget is scheduled for board action, but may have to be moved due to the date of the county budget hearing.

Facilities Master Plan

Part one of plans for the Arts and Science Complex (justification and space utilization) is due to MHEC this week. Part two, as well as the complete facilities master plan, is due by May 21. Plans for the Arts and Science Complex no longer include the Kepler Theater, due to anticipated costs and funding challenges. The goal is to renovate the Kepler Theater the year after the A&S Complex.

Planning for May Events

- **Honors Convocation** – Judy Oleks reported that plans are well underway. The invitations have been sent; awards and recipients have been determined; and the program is being sent to Reprographics.
- **Commencement** – Donna Rudy reported that arrangements for the ceremony are complete. The program is being printed by an outside vendor. Caps and gowns have arrived.
- **PAR Luncheon** – Spring Ward reported that 13 groups have volunteered to decorate tables in various movie themes. The trophies have arrived and online voting for award nominees is going well.
- **Retirement Reception** – The following faculty will be honored:

Ron Ballard	Marge Nikpourfard
Bob Carson	Marv Shubert
Dorothy Mayer	David Yohman

Final Adjustments to Plan & Budget

Anna Barker reported that narratives/goals that don't require supporting figures are being finalized. Written goals will be sent to executive officers for final review.

Cabinet Member Reports

- Judy Oleks reported that Lori Spessard and Jennifer Eckenrode will serve as advisors for PTK. Jerry Haines will represent the Office of Academic Affairs at the MCTC graduation.
- Brian Struntz reported that the bond bill review committee submission is coming up. Facilities projects are progressing well. The loop road is 50 percent complete.
- Barbara Macht reported that she is finishing edits to the Student Learning Outcomes Report (SLOR). She will be contacting cabinet members for input for the Maryland Performance Accountability Report.
- Spring Ward reported that Faculty Assembly emphasized the need for review of campus security practices. Eleven names have been presented by for consideration for faculty emeritus status.
- Beth Stull reported that a photographer was recently on campus for two days to photograph students, faculty and staff for various recruitment projects. The catalog will be sent to the printer later this month. Upcoming projects include the view book, president's report to the community, as well as student life and athletics videos. The advertising theme for the next academic year will be "I am an HCC student" and will highlight several different profiles of HCC students.