

**President's Cabinet
Meeting Minutes
August 28, 2007**

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

Minutes from the June 5 meeting were approved for distribution.

President's Report

Agenda for September 18 Board Meeting

The meeting will include a joint session with the County Commissioners to begin early discussions about HCC's FY09 CIP needs. HCC's primary need for next year will be to secure funds for the plan and design phase of the proposed Arts & Sciences Complex. County Commissioners have begun to speak conservatively about the FY09 budget, so this early meeting is critical. Special topics to be covered in the regular board meeting include an endowed scholarship presentation from former board member Wayne Alter, basic enrollment projections for HCC's planned presence at Ft. Ritchie, First Responder Training Facility, MHEC Performance Accountability Report, Monitoring Report for Middle States, three final faculty emeritus recommendations, Arboretum and Campus Gardens Policy, and approval of volunteer corps members.

Community College Presidents Meet with Lt. Governor

Dr. Altieri distributed copies of letters from Lt. Gov. Anthony Brown to Maryland community college presidents and a follow-up letter from Clay Whitlow, MACC executive director, to Lt. Gov. Brown. The letter from MACC to Lt. Gov. Brown highlights the three priorities that were identified at the joint meeting held during the Council of Community College Presidents Retreat. These include adult basic education, early college access, and incumbent workforce training.

State Requests for Community College FY09 CIP Funds

Community college presidents have been told by the Senate and House of Delegates to expect about a total \$60 million in community college CIP funding for FY09. The total for projects requested is currently \$135 million. When each president was asked to identify their first choice project, the number dropped to \$104 million. Lt. Gov. Brown has stated that his number one priority is to increase CIP funding for community colleges. As such, he may be able to help make up some of the difference. The presidents reached a final conclusion to make it a priority to fund each of the \$104 million projects in FY09 or FY10. This would mean that HCC would get funding for design of the Arts & Sciences no later than FY10.

Middle States Follow-Up Report

Barbara Macht reported that she will have the report to Middle States by the due date of September 1.

Search for HR Director

The committee of Dr. Altieri, Barbara Macht, Joan Johnson, David Bittorf, and Fonda Franklin has been reviewing the approximately 50 applicants. From these, four initial interviews have been scheduled. Dr. Altieri cautioned that the county, city and First Data are also looking to fill top HR positions.

Discussion

Fall Start-Up Issues

In spite of the parking and road situation, the first day of class went well. Some classrooms needed additional seating. The entrance road is expected to be open by Wednesday. The entire Loop Road will be complete in a month.

Enrollment Update

As of the first day of fall classes, total headcount is up 3% and total FTE is up 3.8%. ESSENCE is up 14.6%. The number of in-county students is up 6%. Donna Rudy also reported that the value of Pell Grants awarded at the start of the semester is \$2.5 million, compared to \$2.4 million in 2006, \$2.1 million in 2005, and \$1.8 million in 2004.

Technology Council

Dr. Altieri requested that a meeting be scheduled in September to get this committee moving again.

Planning Meetings

All meetings have been scheduled. Final planning forms will be distributed soon. Barbara Macht reminded everyone that all unit planning materials must first be sent to executive officers who will submit them to her office three days prior to each meeting.

Other Business

Construction Update

Brian Struntz reported that the TIC addition is going well. The block wall is finished with work now beginning on the brick façade. The roof will be done in October and the building is on schedule to be complete in January.

FY07 Evaluations

Barbara Macht is working with HR to complete the final report on FY07 evaluations. Her sense is that nearly all are complete at this point.

Area Reports

- Beth Stull reported that the new viewbook is on campus. She will be working with Dr. Altieri to complete the President's Report to the Community in early fall.
- Judy Oleks is preparing a list of faculty recommendations that were discussed at the faculty retreat. This will be shared with Dr. Altieri.
- Donna Rudy reported that 189 student voluntarily attended the New Student Orientation, making it the best attended ever. She also stated that a virtual financial aid advisor has been available, in addition to the virtual academic advisor, both of which have helped alleviate telephone complaints.

- HCC's volleyball team is poised to have a terrific season. They won the tournament at Kellogg Community College in Michigan, in which several competing teams were nationally ranked.