

**President's Cabinet
Meeting Minutes
January 22, 2008**

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

Minutes from the December 11 meeting were approved for distribution.

President's Report

FY09 Funding Request to the County

HCC is in the process of submitting paperwork to the county to request a 9.55% increase in funding, which equals approximately \$800,000.

News from Annapolis

Dr. Altieri shared that the CIP funding looks better than the operating budget at the state level. The governor included \$81 million in his proposed budget for CIP funding for community colleges, which includes the planning and design money for HCC's Arts & Science Complex. The minimum amount for all Maryland community colleges to receive funding for their first priorities is \$104 million. Dr. Altieri also reported that Senate Bill 203, introduced by the governor, seeks to transfer responsibility for Adult Basic Education from MSDE to DLLR.

Upcoming Board Meetings

The board meeting with the county commissioners was scheduled to be held on March 18 has been canceled. Dr. Altieri is now trying to arrange a luncheon with the commissioners on April 1.

Ad Hoc Salary & Benefits Committee

The RFP was sent out in December, with a due date of January 18. Donna Marriott and Barbara Macht are reviewing the submissions and plan to make a recommendation to Dr. Altieri this week. The study committee will begin its work once a consultant has been identified.

Faculty Recognition

Historically, the teacher of the year award has been handled by the Chamber of Commerce and has been primarily focused on K-12. Dr. Altieri recently spoke with Dave Warner (USM-H) about the possibility of establishing a separate ceremony for teachers of higher education. Dave Warner agreed to take the lead and may be able to provide some funding for the event. Dr. Altieri asked Spring Ward to begin the process of identifying full-time and part-time faculty members for consideration.

Discussion

Review of January Activities

- **Workshop Activities** – The Tuesday faculty presentations were well received, however timing was viewed as a challenge. In the future, earlier planning will be emphasized. Faculty presentations will continue to be a high priority offering, especially those that have been given at national/regional conferences.
- **Holiday Party** – General comments suggest that the January date and the choice to offer a buffet were favorable. In the future, full-time senior lecturers are to be included on the guest list.
- **MLK Day** – The event went extremely well, with approximately 630 in attendance.

Semester Updates

- **Enrollment** – Donna Rudy reported that headcount, FTE, and total credits are up 4.4%, as of January 22. This is down significantly from the first day of classes. Dr. Altieri questioned the validity of these numbers, especially since all three were the same. He asked the group to identify ways to determine why such a high percentage of students drop between the first day of classes and the third week of classes.
- **Late-Start Classes** – Judy Oleks distributed a list of late-start classes, with number of seats available, for review by the group. Some classes can accommodate additional seats being added. Dr. Altieri encouraged that all sections initially be listed with the full capacity.
- **Facilities & Parking** – There have been limited complaints about parking. The road in front of the CPB is expected to close in a week. The gravel lot will be paved in the next few weeks and will provide 77 spaces. Reduction of the spaces in Lots D and C will begin in late February/early March.
- **Food Service for CPB** – Since no food service is currently available in the CPB, Anna Barker is reviewing possibilities to provide limited food service in the lower level. She will inquire about the health department requirements and limitations.

Ad Hoc Student Retention Committee

Members of this committee have been identified and will soon receive a formal charge statement from Dr. Altieri.

2008 Graduation & Honors Convocation

Dr. Altieri reminded cabinet members to begin planning as soon as possible.

Cabinet Member Reports

- Anna Barker will e-mail all cost center managers later this week regarding what has been approved in the mid-year budget requests. She will also distribute a copy of the fee schedule changes, which will be presented to the board of trustees in February.
- Barbara Macht reminded cabinet members that retreat materials are due to her by COB on Wednesday.