

**President's Cabinet  
Meeting Minutes  
June 11, 2008**

Present: Guy Altieri, Anna Barker, Barbara Macht, Judy Oleks, Donna Rudy, Brian Struntz, Donna Marriott, Spring Ward, Leigh-Anne Mauk

Minutes from the last meeting were approved for distribution.

**President's Report**

**Fort Detrick**

Dr. Altieri reported that the Biotechnology program was mentioned in great detail at a meeting he attended at Fort Detrick earlier that morning. Some of the key people were aware of the wet labs that were available at the college and HCC was specifically mentioned numerous times.

**A. June Board Meeting**

Dr. Altieri shared that the Student Learning Outcome Assessment (SLOA) report has been removed from the Board Meeting agenda and will be addressed at a later date.

The U.S. Department of Education report was added to the agenda; specifically the Spellings report. Dr. Altieri stated that this will be built upon by the new administration and that the Spellings report needs to be discussed and addressed by the Academic Council.

**Credit for Life Experience Policy**

Dr. Altieri stated that college-wide policies need to be implemented concerning credit for life experience within college programs, especially the Adult Education Programs.

These policies and procedures will be worked out through the Academic Council. The goal is to make certain that every department on campus is awarding college credits in a consistent fashion, i.e. the faculty guidelines for credit for life experience need to remain consistent throughout campus, no matter what department. Dr. Altieri stated that there needs to be a single, consistent approach across the board; this approach will be decided through the Vice President's office in collaboration with the faculty.

Dr. Altieri also shared that he felt the college needs to be more aggressive about making the public aware that we offer credit for life experience in the Adult Learning programs. Dr. Oleks suggested this information be made available on the home page of the HCC Web site.

Dr. Altieri stated that he felt that the credit for life experience needed to be emphasized and advertised especially in the business area. It was suggested by Dr. Altieri that training sessions may be necessary, i.e. bringing in staff from other colleges to help establish

inter-departmental policies and procedures for evaluating life experience works, portfolios, etc.

### **B. Arts & Sciences Complex**

Dr. Altieri reported that 29 architectural firms submitted proposals and of that number, nine firms were interviewed. The top three firms will be recommended to the Board, but the list will not be made public until after the local firms have been contacted first. The architectural firms that are in the top running are to remain confidential until the local firms have been notified.

### **C. Representation on State Groups**

Dr. Altieri stated that travel policies are in place at other colleges and that HCC needs to begin analyzing the college's own policy regarding travel procedures due to the escalating costs of fuel and travel expenses.

This topic will be discussed at the Executive's Retreat in July; will be on the agenda.

It was suggested by Dr. Altieri and Anna Barker that the college may begin to restrict Professional Development funds.

### **D. FY09 Salary and Employment Letters**

Donna Marriott reported that HR is currently re-auditing the staff side and that things are progressing as scheduled. The information will be available and should be going out next week (for faculty as well). The audit is currently being conducted line by line in order to make certain there are no errors.

### **E. ARC funds**

Dr. Altieri reported that there is ARC money available that the college may be able to get. ARC currently has excess money and it was decided at the recent conference that the money will not be placed into the formula as per usual. Instead, colleges have the option for applying for the money directly instead of having to go through the council.

### **F. Annual Evaluations**

-July 8-10, 15-17, 22-24

Dr. Altieri reported that he has cleared his calendar during those times in order to meet with people as necessary. He recommended that everyone begin scheduling dates for direct reports and suggested that everyone give themselves enough time to complete their self reports.

Anna Barker posed the question as to how those will small departments are to go about handling the direct reports. Dr. Altieri replied that the manner of handling direct reports will vary by area, as it is more difficult to remain anonymous with a smaller staff of people. It was decided that the upwards evaluations for Directors/Managers/Coordinators will be sent to HR directly for Executive Officers.

Everything should be in the HR office by early August.

## **G. Cabinet Meeting Schedule**

### **Discussion**

#### **A. FY09 Plan and Budget**

Anna Barker reported that she has begun entering the bigger items into Datatel. She added that she will be working on operating expenditures and planning supplies over the next week, as they are more detailed and require closer analysis.

She reported that the salaries/benefits numbers are in good shape, as are the equipment lists and information. Everything is proceeding as scheduled.

#### **B. General Plan for Fall Meetings**

Barbara Macht presented her report and stated that she plans to meet with individual academic departments on a one-to-one basis in order to facilitate and customize unit planning.

It was suggested by Spring Ward that Barbara Macht also meets with individual divisions as well. The Academic Council may be handling that part of planning, but Barbara Macht will be looking into that suggestion.

#### **C. College Enrollment**

Dr. Altieri suggested that the enrollment report should focus on summer due to the late fall registration this year after Dr. Rudy reported that our enrollment is currently down by 4% due to the later fall registration date.

In terms of summer enrollment, Dr. Rudy reported that enrollment is up by 12%, but that they are not sure why that is. Jerry Haines was asked to provide possible reasons and reported through Dr. Rudy that online classes may be playing a part in the increase in enrollment. English and humanities classes are some of those that are currently up while computer and technology classes are some of those that are currently down. The time of day is also being factored into consideration. Day-time classes have higher enrollments than evening classes currently and there is a similar break-down to last year's numbers in terms of returning students.

Dr. Altieri presented a hand-out to the cabinet that shows the statewide nursing enrollment for Maryland. He strongly feels that HCC needs to expand the number of nursing students we are currently enrolling, as we have the lowest number of enrolled nursing students in the state. He added that he fears we are losing students by starting too few in the program and says that while he does not want to have the highest number of enrolled students, he would like to have at least the statewide average.

Dr. Altieri suggested that the fact that we do not offer evening and weekend classes in the nursing program could play a factor in our enrollment.

#### **D. College Information (Public Information Office)**

Leigh-Anne Mauk reported current status of HCC Web site. Information was compiled from the information submitted by Stephen Recker on June 1, as well as from the minutes taken at the monthly WTAG meetings.

Dr. Altieri stated that he was pleased with the Web site progress and said that the HCC Web site should be discussed on at the next Technology Planning Council meeting. He requested that it be placed on the agenda.

Leigh-Anne Mauk also reported on the HCC Report to the Community and stated that Beth Stull is currently in the process of gathering information for the report and plans to meet with Dr. Altieri after she returns from vacation. The estimated timeline for release will probably be August or September of 2008.

#### **E. 2009 Holiday Party**

Dr. Altieri suggested that the party continue to be held after January 1 and the rest of the cabinet agreed. He stated that we will be using the new facility if it is completed in time. Leigh-Anne Mauk posed the question of whether the new facility will be able to comfortably seat 200 people at tables and both Brian Struntz and Dr. Altieri stated that this won't be a problem. If the new facility is finished, the holiday party will be held on campus this year, instead of off-campus as in previous years.

Dr. Altieri is requesting a list of possible dates for the Holiday Party from Beth Stull.

#### **F. Topics for next Technology Council Meeting**

The Web site will be discussed and will be added to the agenda per Dr. Altieri. The credit for life experience plan and procedures will also be discussed.

#### **G. Status Report on Position Searches**

Donna Marriott reported that there are a great many positions that they are currently looking to fill. Many of them will be occupational positions and it was decided that HR will begin to partner with the Alumni office on mailings to advertise for these positions, as newspaper ads do not seem to be enough.

The goal is to move towards non-traditional recruiting methods in an effort to provide a larger pool of potential candidates. Donna Marriott stated that we may also be partnering with other colleges and universities (especially the University of Maryland) to further that end.

Bonnie Zampino will be heading the recruitment process and will be the main person in-charge of that. Dr. Altieri stated that the college definitely needs a better pool of potential candidates for staff and faculty positions.

#### **H. Dates for Summer Retreats**

Annual Faculty Retreat: Aug. 11 (8:30 a.m. to 3:30 p.m.; Plaza Hotel)

Executive Officers Retreat: July 29

Continuing Education Retreat August 22

### **HCC Alumni**

Dr. Altieri stated that he thought it was crucial that the Alumni staff become better at contacting past HCC grads who are now Alumni; especially those that graduated in the 40s, 50s, and 60s because they may be reaching a point in their lives in which they are eager to give back. He stated that we need to find a way to get new donors involved in the college.

### **I. Campus Traffic Flow for Summer and Fall**

Brian Struntz reported the current and anticipated state of parking lots on campus for the fall and summer semesters.

#### Parking Lot Schedule:

Lots B, C, D, F, G, and H are under construction  
Lots I and G will be out of use for the next few weeks

In September, the following lots will be available:

- 2/3 of B
- 1/3 to 2/3 of C
- Some of D
- Gravel lot G will be finished and open to the public
- TIC Lot I will be complete, but will be used for those in the lab and/or tenants in the TIC most likely (will not be open to the public)
- Upper Lot E will vary, as it's being used for the motorcycle training class

\*Lots F and H will NOT be available in the Fall

Brian Struntz added that parking should not be a problem in the summer but anticipates that it will be problematic in the fall, as usual. Dr. Altieri suggested that Brian Struntz work with Student Services, Beth Stull and Henry Gautney to devise a way to notify students prior to the first day of classes.

Dr. Altieri and Dr. Oleks both recommended creating a new, updated campus map and giving it to students when they register, as well as making the maps available to the entire staff. Maps will also need to be placed around campus and will need to be featured predominantly on the Web site.

It was suggested by Dr. Oleks that the updated campus maps be given out with their parker sticker when they go to the bookstore to register for parking.

### **Member Reports**

There were no additional member reports.

Meeting adjourned at 11 a.m.