

**President's Cabinet
Meeting Minutes
August 12, 2008**

Present: Guy Altieri, Anna Barker, Barbara Macht, Donna Marriott, Joe Marschner, Judy Oleks, Donna Rudy, Brian Struntz, Beth Stull

Minutes from the June 11 meeting were approved for distribution.

President's Report

State CIP Funding for Arts and Sciences Complex

HCC has been approved for design funds for the A&S Complex in the state's FY09 budget, but Dr. Altieri is concerned because the remaining portion of design funds and initial construction costs are not currently included in the community college presidents' prioritized list for a presumed \$80 million state CIP budget for community colleges in FY10. Dr. Altieri feels confident that the remaining design funds will be made available in FY10, but he is concerned about getting state funding to begin construction. In spite of these concerns, the project will move ahead as planned.

Biosciences Discussion Paper

Dr. Altieri has prepared a discussion paper to inform various members of the community about a niche opportunity to position Washington County as a leader in bioscience. The paper suggests that the Mt. Aetna Farms property would be an ideal location to create a bioscience/biomedical corridor, which could include a math/science magnet school for the county, business accelerator, and police/fire/EMT training facility. Dr. Altieri is scheduled to meet with the county commissioners, Western Maryland legislative delegation, mayor and council, and business leaders in early September to further discuss the ideas outlined in the paper.

Voter Registration and Student Political Awareness Campaign

Dr. Altieri has asked Heather Barnhart to work with faculty and others on campus to plan a student voter campaign for the fall semester.

Discussion

Fall Semester Start-Up Issues

1. Staffing – Donna Marriott reported that they are still conducting searches for faculty in industrial technology, business, and medical assisting. The CVT coordinator position is being finalized.
2. Facilities – Brian Struntz reported that all the parking areas will have received at least a base coat of pavement prior to the start of classes. Judy Oleks will confirm with Brian where new faculty offices will be located.
3. Master Class Schedule – Additional sections are being added in a timely manner.
4. Registration/Financial Aid – There don't appear to be any outstanding issues at this time.
5. Student Affairs – Donna Rudy will organize volunteers to assist students with parking and building locations on the first two days of classes. JTSR enrollment is

- up significantly which is putting a strain on the budget to assist with student transportation costs. Dr. Altieri confirmed that the college is committed to providing the necessary funds to these students.
6. Campus Safety /Security – Anna Barker reported that news of e2campus and the campus siren will be announced to students later in August.
 7. Computers – Anna Barker mentioned that issues related to computers in the instructional labs will be resolved by the start of classes.
 8. Fort Ritchie – Enrollment is going well. Brian Struntz is going to check with Henry Gautney regarding the installation of an emergency alarm in the Fort Ritchie building. A dedication ceremony is planned for Saturday, September 27 at 2 p.m.

FY08 Evaluations

Donna Marriott reported that 80 percent of employee evaluations have been completed. She will send a reminder message to those who have not yet completed theirs. Judy Oleks commented that the rate of return from faculty on upward evaluations was very low.

Workshop Week Schedule

Judy Oleks distributed a draft agenda for workshop. New employee orientation is scheduled for Monday, August 18; the colloquium, a PAR luncheon, and Faculty Assembly are scheduled for Tuesday, August 19; faculty meeting with Dr. Oleks, campus emergency procedures update, and faculty workshop/dinner are scheduled for Wednesday, August 20; and division meetings and SLOA orientation are scheduled for Thursday, August 21.

New Employee Orientation

This is scheduled for Monday, August 18, in LRC-116, from 8:45 a.m. to 2 p.m. Donna Marriott distributed the agenda.

Unit Planning Meetings

Barb Macht reported that meeting times have been scheduled. Forms will be sent to all unit managers later this week. Each unit must send no more than one Excel folder and one Word folder to Dawn Reed.

Enrollment Update

Donna Rudy reported that, as of August 11, headcount is up 11.3% and FTE is up by 13.3%. Final deregistration is scheduled to occur within the next few days, but the hope is that final enrollment will remain double digit.

Other Business

FY08 Unused Vacation Time

Donna Marriott reported that a list of unused FY08 vacation time is being finalized. HR is in the process of completing a draft policy for how this will be handled in the future.