

**President's Cabinet
Meeting Minutes
November 4, 2008**

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

Minutes from the October 7 meeting were approved for distribution.

President's Report
DOL Grant Appeal

Dr. Altieri reported that he discussed this appeal with Barbara Mikulski who has agreed to have her staff investigate. The concern is that HCC has been told by DOL that it will not receive a significant portion of what was initially to be a \$1.6 million grant.

November 14 Meeting with Trustees and Delegation

Cabinet members discussed the proposed agenda for the meeting. Topics will include budget cuts, Cade Funding, and CIP funding. Several students will be identified to give testimonials about their HCC experiences.

Future Board Agenda Topics

Cabinet members reviewed and modified the tentative list of upcoming board meeting agenda topics.

Review of Smoking on Campus Policy

The SGA will host an open forum on November 6 for students to offer comments related to the current campus smoking policy. Any recommendations from the forum will be presented to Dr. Altieri who will present them to the Governance Council.

News from Annapolis

- At a recent meeting of the Maryland community college trustees, a vote confirmed the group's collective support of slot machines in Maryland.
- Dr. Altieri advised cabinet members to expect a second round of state budget cuts, likely in December.

Program Coordinator Roles and Compensation

Dr. Altieri reviewed a recent meeting with faculty where workload and compensation issues were discussed. Joe Marschner shared that some faculty are concerned about the weighting of variables that were identified in an attempt to build a model. At the December 5 meeting, topics will include definitions and weighting of the variables and review of relevant data.

Higher Education Faculty Recognition Ceremony

Dr. Altieri commended Joe Marschner and Margaret Spivey for representing HCC in the recent county higher education recognition ceremony. This was the first of what is expected to be an annual event. The Hagerstown-Washington County Chamber of

Commerce is working to secure additional donors for next year. Dr. Altieri offered the use of the Merle S. Elliott Continuing Education and Conference Center for future events.

Renaming of College Center

Dr. Altieri reported that students have expressed interest in renaming the College Center as the Student Center to better reflect the purpose of the building. The SGA is in the process of preparing a formal recommendation for Dr. Altieri. If approved, the name change will take effect on July 1, 2009.

Discussion

Budget Cuts

Recent memos from Anna Barker and Dr. Altieri regarding state budget cuts were referenced. Anna Barker will send e-mails to individual cost center managers within the next week to outline specific budget cuts within their areas.

Flex Scheduling

Guidelines related to flex scheduling are currently being developed by HR. Donna Marriott will send out a statement within the next few weeks. All flex schedules must be approved in writing by the supervisor and be on file in the HR Office. Any FT employee flex schedules covering less than five days of presence on campus requires presidential approval.

Middle States Update

The Periodic Review Report (PRR) is due June 1, 2010. In preparation for that, Barbara Macht and Judy Oleks are planning to attend a PRR workshop in the spring of 2009.

MLK Day

Donna Rudy distributed a draft agenda for the MLK Day celebration, which is scheduled for Monday, July 19, 2009 from 10 a.m. to 2 p.m. in the ARCC.

January Holiday Dinner

Beth Stull reported that the employee holiday dinner is scheduled for Friday, January 9, 2009, at 6 p.m. in the new Merle S. Elliott Continuing Education and Conference Center. Invitations will be sent in December.

Vacant Positions

HR is currently trying several new approaches to fill vacant positions. More is being done with Web sites, including www.your4state.com, which has provided a good response. Job fairs have also been successful.

Technology Council

The next meeting is scheduled for Friday, November 7. The following topics will be discussed:

- CP Building technology update
- Key performance indicators for IT
- Review of Institutional Priorities related to IT

- Update on Vista, Office 2007
- Update on student e-mail accounts
- Training topics
- Smart Cards

January Workshop Planning

Judy Oleks distributed a draft agenda for workshop activities for January 6-9, 2009. Several professional development activities are being planned. The final agenda will be distributed in the next few weeks.

Spring Enrollment

Donna Rudy reported that 372 people registered via WebAdvisor during the first weekend of online registration. This number is up 18 percent over last year. The first day of in-person registration went extremely well, with huge increases over the first day last year.