

**President's Cabinet  
Meeting Minutes  
May 19, 2009**

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

Minutes from the March 24 meeting were approved for distribution.

**President's Report**

**Latest on State and County FY10 Funding**

Dr. Altieri shared that he just received notice that state income tax revenue was down by 17% in April, which is likely to affect the state FY10 budget. He is also concerned about how this may impact the county's budget. The situation will continue to be monitored.

**Items from Annapolis**

- The Maryland community college presidents worked with Senator Barbara Mikulski to schedule a meeting with the Congressional Delegation for June 3.
- DLLR will take over the state's adult education program on July 1. Dr. Altieri is interested in learning how this will affect prison programs.
- Rumors are circulating that USM Chancellor Kirwan is planning to retire soon. Dr. Altieri advised that the appointment of a new chancellor could impact the future of the regional higher ed centers, including USM-H.

**Reflections on Year-End Events**

Dr. Altieri reported that he felt very positive about the four events – honors convocation, commencement, nurses pinning, and adult education commencement. He also said that the 85-year EDP graduate was generating a lot of attention.

**Campus Development Plan**

The consultant working on the campus development plan will make a presentation to the Board of Trustees this week. The full plan is expected to be finalized in the fall. The focus is on future development of unused space on the 319-acre campus.

**Construction Bids**

The bid process for the Arts & Sciences Complex is expected to take place in the fall. The college is in the process of hiring an architect for the proposed Performing and Visual Arts Education Center. There will also be a bid for an engineering firm to develop expanded parking for lots K and L, which will be much needed during the two construction projects.

**Update on Facilities Director Search**

Dr. Altieri reported that four strong candidates have been identified. Interviews will be held in June.

## **Summer Cabinet Meeting Dates**

Meetings will be held on June 24 (Wed.), July 28, and August 26 (Wed.). No June 2 meeting will be held.

## **Discussion**

### **Update on Publications and Web Site Development**

Beth Stull reported the following:

- Printed class schedules will be divided into three credit schedules and four non-credit schedules, beginning with the fall booklets. They will no longer be combined. The fall credit schedule goes to the printer on June 8 and the non-credit fall schedule goes to the printer on June 29.
- A first proof of the new catalog will be ready within a week. Once changes have been made, the only outstanding piece of information will be the updated slate of officers for the Board of Trustees. As such, the catalog will go to print in mid-June, for an early July release on campus.
- The President's Report to the Community will be developed this summer, with an early fall release.
- Development of the new Web site continues to move ahead rapidly, but there remains a fair amount of work to be done. It is projected that the launch of the new site will occur in late summer or early fall. Dr. Altieri asked that Stephen Recker give a brief update at Technology Council later this week.
- The view book is scheduled for completion in June.

### **Campus Smoking Administrative Guidelines**

Donna Rudy reported that the group will meet later this week to address the president's concerns with the committee's recommendations.

### **Year-End Evaluations**

Donna Marriott distributed a draft copy of the letter to supervisors, for review and comment by cabinet members. All evaluations are due to HR by July 23 for the assessment period from May 1, 2008 through April 30, 2009.

### **Plan and Budget**

The FY10 budget will go to the board of trustees as an action item at the May 26 meeting.

### **Update on Grants Activities**

Barbara Macht will prepare a chart of all current grant opportunities and present it at a future cabinet meeting.

### **Biotech Summer Institute**

Judy Peisen has a few remaining slots for students and faculty, so she is contacting private and home schools in the county. St. Maria Goretti has expressed interest. Overall, the program is progressing well. The Community Colleges CAN initiative, which sponsors the summer institute, is interested in possibly hosting a conference in Hagerstown next fall.

### **Arts and Sciences Complex**

There will be a presentation to the Board of Trustees at a meeting later this week. The architect is moving forward with the drawings, for a fall bid. The plan is to bid all three buildings in one bid.

### **Cabinet Members Reports**

- Barbara Macht reported that there are some remaining openings in the governance committee membership. Joe Marschner is going to finalize faculty membership within the next week. Dr. Altieri and Barbara Macht will work on filling non-faculty positions.
- Judy Oleks and Barbara Macht are working on the periodic review report for Middle States, which is due June 1, 2010. They will distribute a related one-page handout to all during the August workshop.
- Donna Rudy reported that summer enrollment is up approximately 25 percent. Fall enrollment is also looking high, with 1300 students currently enrolled. She was unable to provide an accurate percentage comparison to last year at this time.