

**President's Cabinet  
Meeting Minutes  
July 28, 2009**

Present: Guy Altieri, Anna Barker, Barbara Macht, Donna Marriott, Joe Marschner, Judy Oleks, Anne Rich, Donna Rudy, Robert Spong, Beth Stull.

Minutes from the May 19 meeting were approved for distribution.

**President's Report**

**State Funding Cuts**

Dr. Altieri shared that the fiscal situation in Maryland is not as bad as in many other states. The governor has identified a \$700 million problem, \$300 million of which has been addressed. USM has been hit somewhat so far and the outcome for community college budgets remains uncertain. More should be known in the coming weeks, but we expect to receive at least a slight decrease. The bigger issue remains concerns over the structural deficit in the new few years. HCC is planning well and was one of only three Maryland community colleges to initiate salary increases.

**State CIP Funding**

Dr. Altieri distributed the tentative priority list from MACC for FY 2011. It shows split funding for some projects, including HCC's Arts & Sciences Complex, with \$8.9 million in FY10 and \$2.1 million in FY11. This is not consistent with information that was received previously. If the funding remains split, there is some concern about whether the \$2.1 million will come through in FY11. The Performing/Visual Arts Center is on the list to be completely funded in FY11.

**Special Board Meeting Possible**

A special August meeting of the board of trustees is being considered for August 27 or 31 to discuss the new parking lot expansion of lots K and L. This project is critical in order to accommodate the parking spaces that will be lost when construction begins on the Arts & Sciences Complex.

**Next Cabinet Meeting**

The next meeting will be held on Wednesday, August 26 from 1:30 to 3 p.m.

**Ad Hoc Grants Processes**

Dr. Altieri discussed his plans for a major college initiative to pursue grants related to stimulus dollars. As such, a core grants group will begin meeting monthly. The group will consist of Guy Altieri, Anna Barker, Barbara Macht, Anne Rich, and Donna Marriott. A preliminary list of targeted grant areas, content specialists and writers is being developed. Dr. Altieri also distributed a list of federal dollars that HCC could use for its strategic initiatives. These dollars would be for programs that emphasize career training rather than arts and sciences transfer.

## **Discussion**

### **New Employee Orientation**

New Employee Orientation is scheduled for Friday, August 21. A list of all FT employees hired in the past year will be sent to the executive officers for their review.

### **Professional Workshop Agenda**

Judy Oleks distributed the draft agenda for the week of August 24-27. Dr. Altieri complimented faculty on developing high quality workshops. The agenda will be finalized and distributed in early August.

### **Fall Unit Planning**

Barbara Macht reported that Dawn Reed has scheduled more than half of the meetings. Unit planning data will be released within the next two weeks.

### **Parking & Signage Issue for Fall**

Dr. Altieri highlighted two issues of concern for the start of the fall semester:

1. Expansion of parking lots K and L
2. Road construction on Edgewood/Robinwood Drive.

To effectively prepare for these issues, he suggested three plans be developed:

1. Parking plan – Robert Spong to coordinate
2. Traffic plan – Henry Gautney to coordinate
3. Public information plan – Beth Stull to coordinate

Beth Stull will organize a meeting of these three individuals to have draft plans prepared by the middle of August.

### **Flu Preparation**

HCC is gearing up to offer two rounds of flu vaccine in the fall. One for the seasonal flu and one for H1N1 (Swine Flu). Donna Marriott is working on the details.

### **STEM Publication**

Beth Stull distributed a proposal for a STEM report to the community that would be developed in lieu of the president's annual community report. It will be developed in the fall, with distribution scheduled for early 2010. The focus will be to highlight all that HCC is doing with regard to STEM curricula, economic development, and job training for related careers.

### **Budget Clarification**

Due to the concerns over reduced state funding for this year, several things are being discussed. Some items of consideration are more heavily restricted travel guidelines and an equipment hold back list.

### **Enrollment Update**

Donna Rudy reported that headcount for the fall is currently up 32% and FTE is up 30.5%, cautioning that registration started three weeks earlier this year, so the numbers are not comparable to the same time last year. Deregistration is scheduled to occur by the end of the week, so the numbers are expected to come down, but remain in the double digits. Online registration is currently at 81%.

**Textbook Compliance**

Anna Barker reported that the info on the ISBN numbers is currently available on the bookstore portion of the HCC Web site. All requirements of the legislation are currently being met, with the exception of information on the acceptable edition of each book. She is going to meet with Judy Oleks, Jerry Haines, and Lita Orner to resolve this issue.

**Other Business**

- Barbara Macht reported that she will be scheduling a pre-planning public safety meeting and a half-day SLOA retreat in September.
- Beth Stull reported that U.S. Senator Ben Cardin will be on campus on August 12 to hold a town hall meeting on health care reform. U.S. Rep. Roscoe Bartlett is planning an informal visit to campus in August, but the date has not been confirmed.