

**President's Cabinet
Meeting Minutes
August 26, 2009**

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

Minutes from the July 28 meeting were approved for distribution.

President's Report

Board Agenda Items

Dr. Altieri distributed a list of agenda items for upcoming board meetings. Cabinet members discussed items related most specifically to the special meeting scheduled for September 1 and the regular meeting on September 22.

Community College CIP Funds

The Maryland community college presidents met in early August to review the priority list for state capital improvement project funding. HCC's projects remain on the list, within the designated \$84 million cutoff. This includes the Arts & Sciences Complex, as well as the addition to Kepler Theater. Some differences between cost estimates may need to be resolved, but it appears that the projects will be funded.

MHEC Reports

Dr. Altieri distributed the annual reporting calendar from MHEC. Barbara Macht's office is responsible for coordinating the submission of each report according to the due dates listed.

State Budget Cuts

Governor O'Malley recently cut \$10.5 million from the community college allocation. Secretary Foster has disregarded the Cade formula by suggesting a 5% cut from each school. That would equal approximately \$400,000 for HCC, but it remains uncertain as to whether this formula will be upheld. Dr. Altieri advised that a second round of budget cuts is likely to occur this fall.

Discussion Items

Prep for Start of Fall Classes

Cabinet members reviewed a check-list of items related to the start of the fall semester, including staffing issues, traffic and parking, master class schedule, registration, financial aid, student services issues, public information issues, bookstore, and food services. The consensus was that all of these items appeared to be in good shape.

Enrollment Update

Donna Rudy shared the following numbers related to fall semester (as of 8/26/09):

- Total headcount is up 16.7% (594)
- FTE is up 16.5% (183.7)
- Full-time students are up 16.5% (263)
- Male enrollment is up 19.6% (250)

- Minority enrollment is up 20.8% (123)
- JTSR enrollment is up 23.4% (66)
- Transfer enrollment is up 44.8% (77)

Pandemic Preparation Plan

The committee has completed an initial draft of the plan, which will be finalized in the next few weeks. Flu shots will be made available first to full-time employees, then part-time employees, and then students. It's likely there will be two rounds of shots – one for the seasonal flu and a second for swine flu (H1N1), once it is available. In anticipation of an increased number of flu cases this fall, the facilities department has begun to order and stock supplies such as disinfectants, sanitizers, and other items that will be used to help prevent the spread of germs on campus. Further updates will be provided to the campus community as flu season approaches.

Planning Meetings

Meetings begin in September. Dr. Altieri reminded executive officers to assist their direct reports in preparing for the meetings.

Faculty Retreat

Joe Marscher, Judy Oleks, and Dr. Altieri agreed that the recent faculty retreat was productive. A list of follow-up items will be developed and addressed.

Grants Council

The first meeting of the grants council will be held on Monday, August 31.