

**President's Cabinet
Meeting Minutes
December 22, 2009**

Present: Guy Altieri, Anna Barker, Jerry Haines, Donna Marriott, Joe Marschner, Anne Rich, Donna Rudy, Robert Spong, Beth Stull

Minutes from the August 26 meeting for approved for distribution.

President's Report

State Budget Update

Dr. Altieri reported that the state is continuing to deal with its structural deficit. If HCC's budget is affected, it will be triggered by the legislature, not the governor. The biggest issue is the maintenance of boards of education. Counties cannot give less money than the year before unless enrollments have gone down. The goal at HCC is to keep tuition where it is, but examine an increase in fees, especially ones related to high cost courses. To balance HCC's budget, the president and executive officers will also need to examine positions across campus, mostly through vacancies, and consider asking the county for additional money to offset the need to raise tuition.

Federal Construction Dollars for Infrastructure

Dr. Altieri discussed the fact that TARP money could be used for infrastructure improvement. He has been meeting with Bartlett and Cardin's staff to discuss the possibility of some earmarks, primarily the proposed bridge over Antietam Creek, which would be helpful for the proposed second entrance to campus.

Unit Planning

Anna Barker and Barb Macht continue to work on the plan and budget as a follow-up to unit planning. They are looking at student worker numbers, equipment reductions, utilities, healthcare, and budget revision. Anna asked cabinet members to review their requests, identify priorities, and be prepared to make modifications as necessary.

Campus Development Plan

A consulting firm (Mahan Rykiel Associates, Inc.) has been hired to do basic work on a campus development plan. They have prepared a preliminary document, which needs to be formalized and approved by the board of trustees. This plan will be helpful in long-range planning related to the numerous construction projects that are planned. To inform the campus community and gather feedback related to this plan, an open forum will be held in January or February.

Discussion

Update on MLK Day Event

Donna Rudy distributed the agenda for the January 18 event to be held in the Kepler Theater,

from 1 to 3 p.m. There will be a number of speakers and performers, including Reverend Darin Mency, who will again perform a dramatic rendition of Dr. King's "I have a Dream" speech. There will also be a special presentation by HCC students from Cameroon, as well as the possibility of an appearance by the Ambassador to the U.S. from the Republic of Cameroon. Two days of additional activities related to Cameroon will follow this event on Tuesday and Wednesday, to be held in the Student Center.

HR Topics

Donna Marriott discussed the following topics:

- Tuition reimbursement guidelines – A committee has been working on this issue and plans to provide an update on the revised guidelines in January.
- Electronic absence reporting – Donna Marriott is working with David Bittorf and Craig Fentress to develop a way to eliminate unnecessary paperwork related to absence reporting. An important consideration is the interface with Datatel. The earliest that this new system would be implemented is the summer of 2011. It will be a phased process.
- Impact of national health care legislation at HCC – The HR Office continues to monitor developments related to this legislation and work with the college's third party administrator to examine how this will impact HCC's health plan. HCC will work to align with federal reporting and the timeline as it pertains to benefits.

January Workshop

Jerry Haines reported for Judy Oleks. The workshop will be held on January 5, 6, and 7. The full agenda was sent to faculty and staff via e-mail last week. Colloquium will be held on Wednesday, January 6 in Kepler Theater.

HCC Holiday Party

A holiday reception will be held for faculty and staff on Friday, January 8 from 4 to 6 p.m. in the Elliott Center. HCC's Food for Thought will cater the event.

Enrollment Report

Donna Rudy gave an update on spring enrollment. Deregistration has already occurred and the headcount is currently up 9.2%. Total credits and FTE are both up 9.8%. JTSR is up by 19.7%. ESSENCE numbers are mostly down. While the reduced numbers are small, it is anticipated that the decrease is partly due to a perceived lack of support in some schools for the ESSENCE Program. Joe Marschner reported that there are some opportunities for dual enrollment/ESSENCE with the Barbara Ingram School for the Arts.

Groundbreaking for STEM Building

Dr. Altieri suggested that a tentative date (possibly April board meeting) be determined for the STEM Building groundbreaking ceremony. He asked Beth Stull to begin working on the invitation list, including Governor O'Malley and other elected officials.

Cabinet Member Reports

- Beth Stull – A STEM Report is being prepared and will be ready for distribution in February.
- Donna Rudy – She distributed a policy statement related to the proposed involuntary withdrawal of students by her office. This needs to go to Academic Council and Faculty Assembly for further comments, prior to going to the board of trustees for final approval.
- Bob Spong – He commended the campus clean-up crew on the excellent job they did in snow removal for the record snowfall.