

**President's Cabinet
Meeting Minutes
January 12, 2010**

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

Minutes from the December 22 meeting for approved for distribution.

President's Report

Request to County for FY11 Funds

Dr. Altieri stated that the county is asking how increases from last year were used. The college will need to be very specific in outlining its request for next year. Enrollment increases and the need to support this is the lead rationale in the request to the county. Student financial support is another issue that Dr. Altieri may ask the county to consider as a means to help reduce county unemployment. Donna Rudy will check on Western Maryland Consortium data related to this. Budget increases for other areas will not be requested.

Report from Annapolis

Dr. Altieri reported that requests for CIP funding look positive. The governor appears to want to keep public projects moving along in part to support infrastructure. The governor has selected Alex Sanchez as the new DLLR secretary. He most recently worked with United Way at the national level and has worked with several non-profits. HCC is carefully monitoring funding for prison programs and adult education.

Update on Water Leak in CPB

Dr. Altieri commended the firm doing the restoration work for an excellent job and the faculty for displaying an extraordinary attitude during this challenging time. Demolition is now mostly complete, so reconstruction can begin soon. All of the instructional spaces are able to be used.

Campus Development Plan Open Forums

These will be held on January 29 at 2:30 p.m. and February 4 at 3:30 p.m. Faculty and staff are encouraged to attend to provide feedback on how the campus will be developed over the next decade or so. Dr. Altieri has asked Barbara Macht to update the plan with information that has come forth since the consultant prepared the initial document. This is much broader and more generalized than the Facilities Master Plan.

January 19 Board Meeting Preparation

Dr. Altieri reminded cabinet members to prepare their documents and give them to Barbara Roulette. The Senior Center is one item that will be discussed at the meeting.

DISCUSSION

Semester Start-Up Issues

Cabinet members reported that the semester is off to a smooth start, other than the water leak in the CPB. Dr. Altieri commended the work done with online classes and mentioned that this has helped alleviate some of the previous parking challenges.

HR Processes for Hiring New Staff

Applicant pools for administrative positions seem to be producing less qualified candidates, while custodial and support staff positions are seeing more highly qualified candidates. Administrative position candidates seem to be limited in their abilities to relocate given the recent changes in the housing market. Dr. Altieri suggests a shift in recruitment efforts to include more networking of faculty and staff in helping identify qualified candidates.

Travel Restriction Guidelines

Travel restrictions now include regional travel only, with no overnight stays.

Mandated Use of College Food Service

Anna Barker is working with Lita Orner and Sandy Harrison to develop some guidelines to mandate that college Food Services be used for all campus events. Dr. Altieri commended Food Service for their catering of the employee holiday reception on Friday night.

Cabinet Member Reports

- Donna Rudy shared the enrollment report for spring classes. As of 1/11/10, headcount is up 8.9% and total credits and FTE are up 10.7%. Transfer students are up 38.8% and new students are up 15.9%. Full-time students are up 11% and Web headcount is up 18%. ESSENCE numbers are currently down, but the hope is that this will even to a flat number.