

President's Cabinet
Meeting Minutes
April 6, 2010

Present: Guy Altieri, Anna Barker, Lieba Cohen, Jennifer Haughie, Barbara Macht, Donna Marriott, Chris Marschner, Joe Marschner, Judy Oleks, Anne Rich, Donna Rudy, Theresa Shank, Robert Spong, Beth Stull

Minutes from the February 2 meeting for approved for distribution.

President's Report

Latest FY11 Budget Matters

Dr. Altieri stated that HCC requested a modest increase from the county, however, the newspaper reported that is not likely to be granted. The state budget is said to be level funding, but with withholdings for increased pension costs, it is actually a slight decrease to the operating budget. The FY11 budget has been built to this point with that decrease in mind.

CIP Projects

There will be seven major CIP projects unfolding within the next few months, starting with the parking lot expansion. The building of the county's Senior Center will begin later this summer. Other projects include the STEM Building, the expansion of Kepler Theater, the renovation of the Science Building and the Classroom Building, and the Waltersdorf Quad. Timing for these projects has been very advantageous as bids for these projects have been coming in under the anticipated costs.

County Budget Hearing

The county's budget hearing will be held in Kepler Theater on May 4 at 7 p.m. Beth Stull will work with faculty and alumni to line up three or four speakers to testify on behalf of HCC. Dr. Altieri suggested that the focus be on career programs, given the unemployment rates.

Foundation's Campaign to Raise Equipment Funds

The anticipated goal for equipment is approximately \$5 million to equip all the buildings involved in the upcoming CIP projects. Of that, approximately \$2 million is expected to come from the state and \$2 million from the county, leaving in excess of \$1 million from other sources such as donations and grants. A follow-up meeting will be scheduled.

Encore Student Pathways

Dr. Altieri mentioned the transformation of the economy that is resulting in more career changing students. HCC is planning to give greater attention to this market and work on a marketing campaign to attract more students who have been laid off or want to learn a second career.

Discussison

Planning Goals and Final Draft of Institutional Priorities

The Institutional Priorities are an important part of the overall strategic plan, especially in consideration of the next Middle States visit in 2014. As such, a rewrite of “2012” will need to occur over the next few years. The Commission on the Future of HCC will be developed as a community study group to examine what HCC offers and should do to best serve the community into the future. The internal work from that community perspective will result in Strategic Plan 2016. The community report in the spring of 2011 will focus on the work of the Commission on the Future of HCC and the development of the content for “2016.” Membership for the commission will be finalized in the next six months and a series of meetings will be held over the next year.

Cabinet members reviewed the ten institutional priorities and discussed elements of each as part of planning for future initiatives.

- Academic initiatives will heavily focus on curriculum development and program completion.
- The primary areas to be targeted for securing additional funding for new equipment are science and engineering labs, alternative energy and digital instrumentation labs, visual arts studio, general education classrooms, and the learning center.
- Marketing efforts will focus on enhancing the use of the Web site and promoting HCC as a new century college that offers courses “from ESSENCE to Encore.”
- Online registration (especially non-credit) and expansion of online courses and programs are additional areas of focus for Web development.
- Professional development opportunities need to be better aligned with institutional priorities and focused on best practices and higher levels of student success. An internal orientation to HCC’s shared governance model will also be developed.
- The strategic plan will be updated to “2016.”
- STEM programming and related economic development will be a priority.
- HCC will work in conjunction with Governor O’Malley’s priority to integrate literacy education and short-term job training.
- Grant funding and other forms of revenue will a priority to help offset existing operational expenses whenever possible. Reallocation of funds will continue to occur as the budget tightens.

Timeline for FY10 Performance Reviews

Donna Marriott reported that all performance reviews will be due to HR by July 23 and will be based on the May 1, 2009 through June 30, 2010 time period, in order to align them with the fiscal calendar.

Policy Development Topics

Donna Marriott mentioned that HR has a bridging policy that will need to go to the board of trustees. Donna Rudy is working on the sexual harassment policy.

Garden Pride Day/Earth Day

Both activities will be held on Thursday, April 22, with lunch followed by a brief program to celebrate Earth Day. Morning and afternoon work sessions will be scheduled. Employees are encouraged to participate, with supervisor approval.

STEM Groundbreaking

A groundbreaking ceremony for the STEM Building will be held on Friday, June 4 at 10 a.m. More details to come.

Virtual Emergency Response System

The Washington County Sheriff's Department has been on campus taking photos and working with floor plans to develop a comprehensive mapping of the campus for use in the event of emergency response.