

**President's Cabinet
Meeting Minutes
May 4, 2010**

Present: Guy Altieri, Anna Barker, Barbara Macht, Donna Marriott, Judy Oleks, Donna Rudy, Theresa Shank, Robert Spong, Beth Stull

Minutes from the April 6 meeting were approved for distribution.

President's Report

County FY11 Funding

The county budget hearing will be held tonight in the Kepler Theater. HCC will be represented by three speakers (assistant professor Cindy Dove, student Ethan Reynolds, alumnae Virginia Scrivener).

Update from Annapolis

- Most of the MACC presidents support increasing the MACC budget to cover the cost of adding a work force development director in the MACC office.
- MACC's number one strategic goal will be focused on program completion at the community colleges. HCC will explore developing an I-BEST program (modeled after a program that originated in Washington State) that would be a partnership between adult education and continuing education.
- Dr. Altieri has been advised that FY12 funding could be less than FY11. Full funding of the CADE formula has been pushed back to approximately FY18, so colleges are not getting paid for growth.

NSF and DOL Grants

HCC is currently seeking a National Science Foundation grant that is focused on securing dollars to increase opportunities in HCC's cyber security program as significant job growth is projected in this area. A Department of Labor grant is also being pursued to supplement the alternative energy curriculum. It will focus on non-credit as well as credit programs in this area.

Arts & Sciences Complex Groundbreaking

The groundbreaking ceremony has been set for Friday, June 4 at 10 a.m., however Bob Spong will check with state officials to ensure that this date is feasible.

Public Safety Training Center Open Forum/Media Release

An open forum has been scheduled for Thursday, May 20 in the Kepler Theater to share the proposed plan for a Public Safety Training Center. Senator Don Munson is very supportive of this proposed initiative.

Update on Race to the Top Funding in Maryland

The first round of funds was distributed to Tennessee, Delaware, and Illinois. The Maryland

application is complete and has been submitted. The next announcement of federal funds will occur in July.

Equipment Lists for A&S Buildings

There is a need to coordinate and refine the list of equipment and possible funding sources needed for the four buildings included in the A&S Complex. Dr. Altieri asked Anna Barker to work with Judy Oleks to determine what is needed and monitor how much state and county funding is expected to be available.

Summer Retreat Dates

A faculty retreat is scheduled for August 23. An executive officer retreat is being examined for July 12 or 13. A retreat with the SGA will likely occur in July. A retreat with the PIE staff may also be scheduled in early August. The academic officers and directors are also planning a meeting in the summer.

DISCUSSION

Construction Project Updates

Bob Spong stated that the proposed contractor has a reputation for working well on college campuses in regard to impact on course schedules, vehicle and pedestrian flow, parking and campus safety, and campus communications.

- Parking lot work is expected to begin in the next two weeks.
- STEM Building work will begin this summer.
- Drawings for the Kepler Theater addition are 50 percent complete and mechanical issues are being finalized. Final drawings are expected by the end of June with bids to go out in the fall.
- Plans for the Waltersdorf Quad have been submitted to the county for their review. The permit process should take approximately one month and then the project can begin.

Dr. Altieri suggested consideration of moving some classes from the Classroom Building to other places on campus during the fall semester to avoid problems related to noise and construction. He also asked others on campus to work on preemptively addressing issues of parking, campus safety, and pedestrian and traffic flow. Bob Spong has been asked to provide regular information updates to Beth Stull whose office will maintain a Web page and conduct and maintain a student information campaign regarding the various construction projects. A Web cam will be utilized on the Web site to allow viewers to follow the progress.

FY11 Plan and Budget

Anna Barker and Barb Macht are making final adjustments to this in preparation for the May 25 Board Meeting.

Campus Development Plan

Final pieces are being refined for this plan, with anticipated presentation to the trustees at the June board meeting. Endorsement of this plan will assist with future project development.

Year-End Personnel Evaluations

Evaluations are due to HR by July 23. Upward evaluations are due to Barbara Roulette by early July. Donna Marriott has distributed information campus-wide regarding the procedures for this.

Police Academy and Articulation Agreement

Judy Oleks is working with Jeff Morgan and Frances Cade to propose an articulation agreement for recent police academy graduates. The next step will be to present it to HPD Chief Smith.

Tuition Reimbursement Guidelines

Donna Marriott recently distributed updated guidelines for tuition reimbursement. She is monitoring feedback on the changes.

Senior Center and Impact on Continuing Education

Theresa Shank reported that she and her staff are researching senior programming and will be working with the Commission on Aging to suggest the most appropriate division of program offerings for the Senior Center as well as HCC's continuing education area.

Cabinet Member Reports

- **Beth Stull** – She shared copies of the STEM report, which will be distributed to the community through the Herald-Mail on Sunday, May 9.
- **Theresa Shank** – Mida Clipp will be the point person for the CE schedule and will be relocated to the CE suite in the CPB. Several other office moves will occur to accommodate various staffing and office needs.
- **Barb Macht** – She is finalizing the Periodic Review Report and needs assistance from various cabinet members in order to complete the report which is due by June 1.
- **Donna Marriott** – She and her staff are moving back into their renovated space in the ASA Building.
- **Judy Oleks** – She distributed a draft of the fall workshop agenda and is awaiting further information from faculty and staff related to workshop sessions. Dr. Altieri suggested that Bob Spong give a presentation on construction projects and that Craig Fentress give an update on the change to Outlook and upgrading to Windows 7.