

**President's Cabinet  
Meeting Minutes  
August 11, 2010**

Present: Guy Altieri, Anna Barker, Fonda Franklin, Barbara Macht, Joseph Marschner, Leigh-Anne Mauk, Judith Oleks, Donna Rudy, Theresa Shank, Robert Spong

Minutes from the July 20 meeting approved for distribution.

**President's Report**  
**MACC Lead Agenda**

Dr. Altieri reported on the MACC Presidents' Meeting on Aug. 10. The largest part of the strategic planning was the topic of completion. The topic of completion has three goals:

1. College readiness and access
2. Transfer effectiveness and career training
3. Graduation rate

A meeting is scheduled for Dec. 3, 2010 to discuss the topic statewide. It will most likely be held at Howard, Anne Arundel or CCBC. More to come on location.

Per Dr. Altieri:

HCC is exploring the following:

1. Incentives to complete AA before moving to USM institutions, which may include financial discounts.
2. Committee will develop call to action similar to the one attached.
3. Reverse transfer of credits from other institutions back to HCC to complete AA degree. Howard and other community colleges are reporting good success rates.
4. Reconsider charging an application fee to graduate or get GED.

(Dr. Altieri is ready to recommend #3 and #4 to the board for approval).

**CIP Funding**

Dr. Altieri shared the MACC CIP Funding List for FY12 and announced that even if funding is cut, HCC projects are not in danger of being suspended and will continue as scheduled. This includes all four buildings involved in the Arts & Sciences Complex. He noted that the funding for the Kepler Theater renovation will come from FY11, not FY12.

**Student Center Expansion**

HCC is ready to receive design funding for the expansion of the Student Center. Dr. Altieri stressed the importance of establishing a timeline of tasks that needed to be completed in order to seek necessary design funds to complete the expansion. Tasks include determining how large an addition is needed and providing statistics that will allow HCC to get both county and state dollars. The Student Center will not only include its traditional function, but will house the majority of Student Services offices, which will help to justify the expansion. In the future, Student Services will be spread between the ASA Building and the Student Center, with

Admissions, Records, and Registration; Financial Aid; and Finance remaining in the ASA Building and Academic Advising eventually moving to the Student Center.

Barbara Macht noted that HCC needs to draft the program statement this year. She went on to explain that before we can apply for Part I, we need to provide assessment outcomes along with the justification for the project. She also stated that while Part II is not as detailed as Part I, it lays out the square footage and function of each room and will be longer than Part I. Part II needs to be completed by May 1. She also stressed the importance of updating the Facilities Master Plan by Feb. 1 in order to meet the May 1 deadline for Part II.

Dawn Baker has been asked to research other Student Centers at community colleges throughout the state to see what they did with their facilities and how their facilities match up to ours. Dr. Altieri stressed the idea that the state will not fund for growth, but only for the current student body, thus, we need to spend time thinking about how best to utilize the space we have and do so in such a way that it will serve future generations.

Robert Spong posed two questions to the group regarding the Student Center. The first of which was whether we wanted to expand Food Services, and if so, how much? The second was whether the campus police should also be housed in the Student Center. Both matters are being taken into consideration.

Robert Spong also stressed the importance of recalculating the storm-water capacity for the whole campus. This was last done in the 1990's and the county has requested current numbers. He estimates that will cost between \$10,000 and \$15,000 to do this and believes that we should begin bidding it out now so as to avoid problems down the road with new construction and renovation projects.

Dr. Altieri asked Barbara Macht and Robert Spong to establish a timeline and suggested that Donna Rudy reach out to her counterparts at other community colleges to get data on their Student Centers. He is requesting a detailed summary that gives information for all the community colleges in Maryland. He also stressed the importance of the Student Center renovation/expansion being included in the budget for FY13.

### **TRIO Grant**

HCC was recently awarded a TRIO grant for \$1,099,990 over a five-year period. Dr. Altieri announced that this includes the hiring of new staff and that accommodations will be available for them in the ASA Building. The grant begins Sept. 1. The grant is transfer-focused and is intended to encourage students to pursue higher education degrees (not job-training focused).

Dr. Altieri stressed the importance of HCC meeting the goals set forth by the grant and wants careful outcomes assessment planning done to ensure that HCC funding is not cut during the five years we have the grant. Other schools who are not meeting their goals have had TRIO funds cut.

He noted that this grant is the first large student services grant received in the history of the college.

## **Discussion Topics**

### **Staff and Faculty Hires for Fall 2010**

Dr. Altieri announced that full-time faculty hiring is nearly complete and noted that for the first time in four or five years, all full-time faculty positions will be filled. Judith Oleks noted that except for Physical Education and Leisure Studies, every academic division will have a new faculty member starting in the fall.

Fonda Franklin reported that the New Employee Orientation will be held on Aug. 20, from 9 a.m. to 2 p.m. Approximately 20 new employees will be attending.

### **Traffic Flow and Parking**

Robert Spong reported on campus parking for the fall 2010 semester. He noted that the most challenging days will be at the beginning of the semester as they attempt to direct students to park on the west side of campus. There will be at least one week of paving the new parking lots on west campus, and three to four days of line painting. L lot will be sealed and repainted, O lot will not be completed. Staff spaces have been added to S lot near Kepler, as well as to K lot. Handicapped spaces have been added to the Bookstore parking lot for access to the Classroom and Science Buildings. Handicapped spaces have also been added to A lot, and two or three have been added to I lot (near the TIC Web Labs).

He also noted that an electronic form is available online for students to fill out if they need to request a handicapped parking space.

Dr. Altieri stressed the importance of having the Public Information Office get the message out to the students and the public about parking in the fall. When doing so, he wants to emphasize that no parking has been lost (parking has actually been gained) by comparing fall 2010 to fall 2009 for both regular and handicapped parking spaces. Dr. Altieri also wants HR and campus police to take the lead on determining the criteria for staff and faculty to qualify for handicapped spots. He also stressed letting the faculty know that faculty and staff spots have not been reduced.

Robert Spong emphasized the need to keep reminding students and staff about the construction and to encourage them to be wary of construction traffic and signs. Dr. Altieri recommended that the Public Information Office produce a parking brochure to give to students at student orientation on Aug. 28. Donna Rudy will distribute the brochures and will speak briefly about parking during orientation.

Robert Spong gave a report on small construction projects that are currently underway and are expected to be wrapped up by fall including the garage that is adjacent to the Career Programs Building. The garage will be used temporarily for theater equipment during the Kepler renovation. Food Services will also be able to use this garage to store the good cart and if there is room, campus police will be able to use it to store road cones. Dr. Altieri asked about a storage facility for publications. Beth Stull is to follow up with Robert Spong about possible locations.

### **Master Class Schedules**

Donna Rudy reported that everything is going well. She noted that Jennifer Haughie and Mike Martin have recommended adding a second 10-week session to the fall semester and this matter

is under consideration. Dr. Altieri asked Donna Rudy to forward the information to Judith Oleks for review and discussion with faculty.

Donna Rudy reported that science courses are at max capacity for labs according to Judy Peisen. Dr. Altieri recommended considering the addition of Saturday and Sunday courses to accommodate student need. Evening courses are also to be considered, especially for job-training careers like Dental Assisting, which has a waiting list of 10 students. New personnel may be needed to accommodate additional sections. Judith Oleks stated that she would speak to Angela Stoops about the possibility of adding extra evening and weekend courses for the Dental Assisting Program.

Donna Rudy also reported that the majority of new course suggestions were in the developmental math and English areas.

### **New Student Orientation**

New Student Orientation will be held on Aug. 28. Dr. Altieri will not be able to attend this year.

### **Public Information Issues**

Dr. Altieri reported that while Web registration is going extremely well, students are not accessing or using the site to the best of their abilities. Students do not know the full site and are not using it as a resource. He wants to encourage greater utilization of the Web site and suggested the possibility of sponsoring student contests to encourage them to find information on the site in order to win a prize (such as a gift certificate to the Bookstore).

Donna Rudy reported that the Hawk mascot costume is on track and will soon provide a deadline for the Hawk tattoo contest. The Public Information Office is to help spread the word among students about the contest.

### **Purchasing**

Anna Barker reported that everything is on track. Judith Oleks stated that the only things the faculty is waiting for are those that require Perkins approval before purchasing.

### **Enrollment Numbers**

Donna Rudy reported that as of last Friday (Aug. 6), we were showing + 9 % headcount and +8% FTE. ARR has already de-registered a number of students but they expect that half or more will re-register for different classes. She anticipates that there will be a double digit increase in enrollment for the fall.

### **Commission on the Future of HCC**

Dr. Altieri reported that the co-chairs are set and final memberships are being verified. The kickoff event is to be held Sept. 23. The Public Information Office is to help publicize and promote this. Barbara Macht reported that the survey has gone out and people are responding.

### **Planning Meetings**

Barbara Macht reported that the College has to respond to Middle States by Sept. 1. Dr. Altieri stressed the idea that outcomes assessment will have to be ramped up, especially in the area of

general education. In the PRR, the only area questioned by Middle States was the area of faculty work and outcomes assessment, which needs to be improved.

Planning meetings will begin in mid-September. The draft of next year's Institutional Priorities will be needed for those meetings.

### **Member Reports**

There were no additional member reports.