

**President's Cabinet
Meeting Minutes
January 11, 2011**

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

Minutes from the December 14 meeting were approved for distribution.

President's Report

Request to the County for FY12 Funds

Dr. Altieri reported that the request for county funding was completed last week and included only a modest increase primarily related to the increased need for adjunct faculty as a result of enrollment growth. Several community colleges have announced that they expect to institute their largest tuition increases in years. HCC will make a decision about a tuition increase within the next few months, taking Pell Grant data into consideration.

News from Annapolis

Dr. Altieri reported that HCC's CIP funding continues to look good. He has heard that there will be a five percent cut across the board on state pensions. The state legislature is being asked to merge MSDE and MHEC. There will likely be other moves to downsize state government.

White House Summit Follow-Up and Regional Meetings

Dr. Altieri is planning to attend a regional follow-up meeting in Philadelphia in February. Much of the focus of the follow-up will be related to grants initiatives.

The Commission on the Future of HCC

Dr. Altieri asked cabinet members to report on the preliminary recommendations of their individual committees. Donna Rudy anticipates five recommendations to come from her committee, which will be presented at the meeting on January 25. She expects her recommendations to address financial aid, academic advising, internships, specialized programs, and recruitment of specific groups. Judy Oleks expects her committee to present four general recommendations related to academic programs, job placement, and partnerships. Anna Barker reported that her committee is most focused on community awareness of what HCC is doing. Barb Macht reported that her group is also concerned that the community needs to be better informed of the caliber of education offered at HCC, with a focus on rebranding the marketing approach. They would like to see more examples of individual success stories of HCC's students. There was discussion in several of the groups related to non-credit programs and the necessity to reach out and offer appropriate programs to unemployed and dislocated workers.

January Board Meeting Prep Assignments

Dr. Altieri has asked the deans and vice presidents to each present a verbal report on the work of

the CFHCC committees at the January board meeting. A grants report will be given in January, in lieu of the enrollment report, which will be given in February.

Inclement Weather Closing and Event Cancellation Protocols

Dr. Altieri wanted to review the fact that athletic events can be canceled when the college remains open. Individual buildings do not close. Better communication needs to occur with the Office of Public Information for weekend special activities, to be sure they are appropriately addressed in situations of inclement weather.

DISCUSSION

Spring Semester Start-Up

Parking issues seem to be under control. Staffing and course sections seem to be appropriate.

Priority List for Equipment and Furnishings for A&S Buildings

Anna Barker is maintaining the master list of equipment and furnishings for the building projects. It is not likely that all equipment will be purchased. The capital campaign will assist with this, but prioritizing of the lists will need to occur within the next few months. Dr. Altieri requests that the lists be finalized by the summer.

Continuation of Travel Restrictions

Dr. Altieri reported that these restrictions will continue, in accordance with the e-mail that Anna Barker sent last year.

Time Capsule Timeline for New Building Projects

An HCC time capsule will be created and placed within the third floor of the STEM Building. Barbara Macht will present a draft timeline for the creation of a time capsule at the January board meeting. Deadlines for materials to be included in the time capsule will be in December.

Cabinet Member Reports

- Judy Oleks asked if the college is planning to hold a meeting to address completion rates, as a follow-up to statewide initiatives. Dr. Altieri referenced unit planning as a way to address individual completion rates of each division.
- Donna Rudy reported that degrees and certificates will be sent to students who qualified for graduation (since 2008), but didn't apply. Dr. Altieri asked that a statement about program completion be included in the next edition of the college catalog.
- Theresa Shank reported that she is currently accepting applications for the position of Business Recruiter/Business Program Manager for continuing education.