

**President's Cabinet  
Meeting Minutes  
May 10, 2011**

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

Minutes from the March 8 meeting were approved for distribution.

**President's Report**

**County Budget Hearing and FY12 Request**

Dr. Altieri reported that the commissioners have requested additional information for the design work on the Student Center, but it is likely that the project will be approved by the commissioners to move forward through the process for state approval for funding in FY13.

**Items from Annapolis**

Most MACC presidents have submitted proposals to offer alternatives to the curriculum approval financial charges that MHEC will start imposing on July 1, 2011. Program completion remains the number one strategic goal at MACC. Performance-based funding is likely to follow. HCC continues to develop its completion strategies and enhance its outcome data in preparation for this and the upcoming Middle States accreditation.

There are still no details on the merging of MSDE and MHEC. MSDE is searching for a new superintendent, which leaves some question as to the merging. The MACC presidents are expecting an announcement by July 1. No legislative approval is required for this merger.

The MACC executive search is underway with approximately 70 applicants. Dr. Altieri is part of the search committee. The search has been narrowed to nine, with interviews to follow. A decision is to be made by June, with the successful candidate to begin in August.

**Grant-Supported Personnel**

Dr. Altieri, Anna Barker, and Donna Marriott have been reviewing what positions are dependent on grant funding and which will be continued should grant funding not continue. The status of all the large grants should be known by July.

**September 17 Waltersdorf-Henson Tribute Area Dedication**

Dr. Altieri asked cabinet members to put this date on their calendars. HCC is supporting this event that will be run by the Community Foundation.

**Meeting on the Police Academy and Public Safety Training Center**

The police chief and the sheriff will be here for a meeting on May 17 to further discuss the police academy. A larger group to include the public service officials will also meet to discuss next steps for the training center.

### **Final Report from the CFHCC**

Final edits are being made to the report of the Commission on the Future of HCC. It will be distributed at the meeting on May 24.

### **Kepler and STEM Buildings Equipment**

There is a need for coordination and refinement of the equipment lists to match available dollars, with and without grants and HCC Foundation campaign dollars. The lists should include phases. Joe Marschner agreed to assist with the list for the Kepler Theater.

### **Summer Retreats**

There are a number of planning retreats to be scheduled for the summer months. These include faculty, SGA, executive officers, public information and social media, SLOA, campus safety, and division chairs and directors.

### **Discussion Topics**

#### **Year-End Evaluations**

Donna Marriott and the HR team have been working with Dr. Altieri to develop new evaluation forms. Donna Marriott reported that the evaluation process will remain relatively the same, but there will be more training in how to complete them. She distributed copies of the proposed new forms for review and feedback by cabinet members. Training will be scheduled for late May.

#### **FY12 Plan & Budget**

Anna Barker said the plan and budget is in pretty good shape. She has to finalize some of the narrative before it goes to the Board of Trustees on May 24.

#### **Construction Updates and Campus Traffic**

Dawn Baker distributed a campus map showing summer traffic and pedestrian flow. An electronic version of this will be on the Web site soon.

#### **Middle States Approval of Online Degrees**

Judy Oleks is requesting approval from Middle States for online degrees, the first of which is the business degree.

#### **Nora Roberts Institute and Senior Center – Impact on Continuing Education**

Dr. Altieri reported that the Nora Roberts Foundation is interested in pursuing the proposed writer's institute. The Senior Center has become a political issue for the county commissioners, but is expected to proceed as planned. Programming opportunities for continuing education exist with both of these projects. Theresa Shank is looking into these opportunities.

#### **Enrollment Update**

Donna Rudy distributed a copy of the Enrollment Management Report for the summer. It shows an 8.5% increase in headcount, 16.4% increase in FTE, and a 33.4% increase in Web headcount. Dr. Altieri pointed out that the number of Web credits (2,686) exceeded the number of evening

credits (2,100) to illustrate the growing trend in the interest in online courses and the need for HCC to continue to increase its online course offerings.