

**President's Cabinet
Meeting Minutes
September 1, 2011**

Present: Guy Altieri, Anna Barker, Barbara Macht, Donna Marriott, Donna Rudy, Theresa Shank, Bob Spong, Beth Stull, Dave Warner

Minutes from the May 10 meeting were approved for distribution.

President's Report

State Education Update

Dr. Altieri reported that there are currently interim directors for both MHEC and MSDE. Danette Howard, the new interim secretary for MHEC (and former director of research analysis), recently presented a report that she compiled showing completion data (Complete College America metrics) for Maryland's 16 community colleges. This was a topic of discussion at the MACC presidents' retreat in August. The data shown presented some concerns, which the presidents agreed will need to continue to be addressed during the upcoming year, especially in light of proposed performance-based funding. Maryland, however, is doing better than most other states.

Enrollment

Dr. Altieri distributed a list of preliminary fall enrollments for community colleges across the state. Some schools are up and others are down or flat. HCC's numbers are basically flat, which is lower than what was budgeted. Dr. Altieri is hopeful that the high school numbers for dual enrollment will boost the numbers. Admissions staff has been working with Academic Affairs to address course offerings and Public Information to address marketing. Dr. Altieri urged everyone to continue working to address enrollment.

Peak Period Staff Vacation Planning

Dr. Altieri requested that executive officers identify and address peak periods for their areas when employees are expected to avoid vacation times (with special exceptions to be considered). It should be addressed as a part of planning for each department.

FY13 Institutional Planning Priorities

Dr. Altieri presented a preliminary list of 11 institutional priorities for use in planning for FY13. Cabinet members reviewed and discussed them. The final list will be sent to all managers for their use in unit planning. The list will be presented to the Board of Trustees at the September meeting for its approval.

Discussion Items

Review of Fall Start-Up Matters

- Staffing seems to be mostly adequate, however, there are some issues with hiring career programs faculty. Dr. Altieri is working with HR and faculty to address this.
- Parking issues have not been a major problem.

- There are issues with online book orders. Dr. Altieri urged that these issues need to be resolved, as well as implementing a way to ship books, rather than requiring that students pick up books at the bookstore.
- Donna Rudy reported that the special Saturday registration was extremely well attended, to which she attributed additional marketing of the special hours.

Likely Final Enrollments for Fall

Theresa Shank estimates at a 10 percent decrease in non-credit programs. Donna Rudy estimates a possible 2.5 percent increase in credit headcount and FTE to remain fairly flat. The main variables at this point are the high school enrollments and late-start classes.

Information Technology Plan

Anna Barker and Dave Warner will schedule a technology meeting soon and develop a timeline for completion of the plan.

Planning Meetings

Dr. Altieri reminded executive officers to discuss planning meetings, dates, agendas, etc., with their department staff members and incorporate planning into all they do throughout the year.

Other Business

Quad Solar Charging Station

A solar charging station and electrical outlets will be added to the campus quad within the next few months.

Progress on Annual Audit

Anna Barker reported that the auditors are wrapping up their annual financial audit of HCC.