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President's Cabinet
Meeting Minutes
November 8, 2011

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

Minutes from the September 1 meeting were approved for distribution.

President's Report
News from Annapolis
Dr. Altieri recently met with the governor's chief of staff on behalf of MACC. He said the best situation is that there would be level funding for FY13, but there is no guarantee. Dr. Altieri feels that the days of Cade funding are over and the need for alternative sources of revenue are more critical than ever.

MACC Legislative Agenda
Dr. Altieri distributed copies of the MACC 2012 Legislative Agenda and the MACC 2012 directory. A key item of the legislative agenda is to reduce the impact of state budget cuts. The priority list for state community college capital projects is also included in the agenda. HCC won't be eligible for state funding for the Student Center renovation until 15 years after the last renovation to that structure. The plan is to seek design funding in FY13, with construction in FY14. The county isn't planning to provide construction money for this project until FY15 and FY16.

MACC has hired a PR consultant, Steve Simon, to help develop talking points and an advocacy campaign regarding the completion agenda. He is working closely with the statewide PR affinity group to prepare support data for use in presenting a consistent message to the media and elected officials across the state.

November 15 Joint Meeting of Trustees and Delegation
At this annual meeting, Dr. Altieri will present much of the information that is being prepared by MACC consultant Steve Simon. He wants to highlight the many ways in which HCC is benefiting the community, especially in light of the discussions that are taking place in Annapolis.

DISCUSSION TOPICS
HR Guidelines

- Flex scheduling – Dr. Altieri reminded cabinet members to work with HR in creating and approving any flex scheduling. Situations that involve extreme changes in scheduling must be approved by the president.

- Evaluations/plans/goals for all employees – It is critical that these items be finalized for the current fiscal year.
- Absence reporting – Consistency of policy enforcement is critical. Donna Marriott has been meeting with some groups to review the official policy.
- Professional development travel – Advanced approval must occur.
- Official job titles/descriptions – Two level reviews are required. HR maintains the official titles.
- Updates to organizational chart – Changes to be submitted to Barbara Roulette by Dec. 1.

Administrator Evening Coverage
Dr. Altieri asked Donna Marriott to prepare a preliminary plan to address administrator on duty coverage for evenings and Saturdays, to begin in Jan. 2012. A draft copy of the plan was distributed. This plan will be finalized by the end of the year. Training will be provided to all those who are identified to participate. It is estimated that each person will need to fill one shift every six weeks. Dr. Altieri requested that the schedule of coverage be added to the HCC website.

MLK Holiday Event
Plans are moving along nicely. The committee is trying to secure a keynote speaker. The event will be held Jan. 13 in the Kepler Theater.

HCC Holiday Party
It will be held Fri., Jan. 6 from 4 to 6 p.m. in the Elliott Center.

Technology Council
Anna Barker distributed a list of proposed agenda topics for FY12. These include:

- Update of the Information Technology Strategic Plan
- Planning of improvement to the Academic Testing Center
- Datatel transistion to Unidata to SQL
- Study long distance telephone usage
- Email archiving
- Centralized printing for students
- Faxes and printers
- Utilization and consolidation of instructional computer labs
- Use of tablet computers in classroom

Online Credit-Free Registration
Theresa Shank reported that this has increased by 12 percent.

Workshop Draft Agenda for January 2012
Dave Warner distributed a draft agenda for activities to be held Jan. 3-6, 2012.

Progress Report on STEM and Kepler
Bob Spong reported that a moving company has been hired. Various meetings are being held with faculty and staff to plan the moving schedule. Most of the move will occur after grades are due, on Dec. 20. A final schedule for the move will be distributed in the next few weeks. The CLR and Science Buildings will be closed as of Jan. 1, 2012. Only facilities staff and construction workers will be admitted after that point.

Online Catalog Software
Beth Stull reported that a study group has reviewed two main products and recommends that the college purchase Acalog for the next catalog edition. Numerous reference checks from colleges that currently use this product have produced generally pleasing reviews. Once this recommendation has been discussed at Academic Council, the president will be ready to approve it. A mid-year budget revision will be necessary to make the purchase in FY12.

FY13 Budget and Plan Retreat Days
Retreat meetings for the executive officers will be held Dec. 19 and 21 and Jan. 24 and 26. During these meetings, the facilities, HR, and equipment components requested in planning meetings must be very carefully presented and reviewed. Credit enrollment projections for building the budget will be discussed by several executive officers. HR considerations need to include positions for the police academy and dental hygiene. Facilities considerations must include minor projects and renovation requests. Retreat materials for the Dec. dates are due to Dawn Reed by Dec. 14.

Grants Update
Barb Macht reported that the following grants were recently received:

- $650,000 cybersecurity grant
- $50,000 cybersecurity grant
- $73,000 digitial instrumentation grant

WCPS Update
Dr. Altieri recently met with Superintendent Clayton Wilcox who has agreed to work with HCC to pursue a grant from Upward Bound that will be geared toward at-risk high school students who would be first-generation college students. This grant will assist approximately 60 students per year.