

**President's Cabinet  
Meeting Minutes  
December 6, 2011**

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

Minutes from the November 8 meeting were approved for distribution.

**President's Report**

**State and County Budget**

Dr. Altieri and Clay Whitlow recently met with the governor's chief of staff to discuss the operating budget, with no clear direction given on where things may end up for FY13. They also discussed statewide CIP funding, which will be less next year. HCC will watch things carefully for CIP projects, including the need to make repairs to the ARCC roof with the hopes that the county will help.

**Potential Federal Construction Dollars for Infrastructure**

The Mt. Aetna Farms project continues to develop. There is hope that there may be a federal training site established there. Senators Mikulski and Cardin are aware of the needs and opportunities available here.

**Kepler Theater Opening**

Dr. Altieri reviewed concerns that the Kepler Theater will not be ready in time for all the events that are scheduled in January, due to some issues with the sprinkler system within the theater. Planning meetings continue to occur and a decision hasn't been made as to when it will officially open. Contingency plans are being made as needed. All classrooms are expected to be open for the start of January classes.

**Furniture for Kepler and STEM**

Dawn Baker and Bob Spong recently met with furniture vendors. Incidental items are scheduled for Dec. 19 delivery. Office and classroom furniture delivery is scheduled for Dec. 27. Two crews of assemblers will work on delivery, followed by HCC facilities folks moving faculty and staff items into the offices. Bob anticipates that the buildings will be ready for equipment to be moved in beginning Dec. 16.

**Annual and Strategic Planning**

Dr. Altieri mentioned that the first executive officer session went well. The next two planning sessions are scheduled for Dec. 19 and 21.

**January Colloquium**

A decision was made to reschedule the College Colloquium to Thurs., Jan. 5, to provide more time to complete the move to Kepler and STEM.

## **Renaming the Classroom Building**

Dr. Altieri suggested the need for a quick study to address renaming the Classroom Building to better address the purpose of the building. He plans to distribute something to faculty for their input, with hopes that a decision can be made within the next few months.

## **Discussion**

### **MLK Day Event**

Donna Rudy distributed information on the event to be held on Mon., Dec. 16. The keynote speaker will be Vicky Bullet, assistant women's basketball coach and a highly decorated basketball player who played for the University of Maryland, WNBA, and on the 1988 and 1992 U.S. Olympic team. The event will be held in the ARCC in the event that the Kepler Theater is not ready.

### **HR Topics**

- Donna Marriott distributed a new form for employees who perform additional/outside employment. It will soon be available online for employees to update their information.
- The Catastrophic Sick Leave Bank Policy is changing slightly to make it more aligned with FMLA guidelines.
- Discussion is occurring on plans for an electronic absence reporting system. More information to come in upcoming months.

### **Holiday Reception**

The employee holiday reception will be held on Fri., Jan. 6 in the Elliott Center. Attendance for the past two years has been down. Plans for next year include investigating some alternatives to increase attendance.

### **Technology Council**

Anna Barker distributed a list of dates and topics for upcoming meetings. The next meeting will be held on Dec. 22. Topics for that meeting include online education and webinars, planning for improvements of the Academic Testing Center, utilization and consolidation of instructional computer labs, and strategy for tablets, iPads, E-Beam, etc.

### **Applications and Enrollments for Spring 2012**

Donna Rudy distributed an enrollment report for the spring semester. Total headcount is down 2.4% and total credits are down 4.6%. These numbers are slightly improved from where they were a few weeks ago. An enrollment management meeting is scheduled to discuss and plan for things that can be done to increase these numbers.

Theresa Shank said continuing education real estate courses are being streamlined for the spring. She anticipates a decline in overall spring continuing education enrollment.

### **Update on Middle States Distance Education Program Approval**

Dave Warner and Barb Macht have been working on this request to Middle States that would allow HCC to offer entire programs online. The two programs are business administration and general studies. The application is projected to be submitted prior to the holiday break. It is anticipated that the commission will provide a decision by the end of February. Beth Stull is asked to begin working on a promotional campaign to support this.