

**President's Cabinet
Meeting Minutes
March 13, 2012**

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

Minutes from the December 6 meeting were approved for distribution.

President's Report

Latest FY13 Budget Matters

Dr. Altieri discussed that MACC has been doing significant lobbying, especially at the senate level. As such, it looks like community colleges will not be affected by the teacher pension shift, ESL funding will be restored, and the CADE funding formula will be upheld.

Search Processes for Two Key Positions

The search for executive director of college advancement is underway and numerous resumes are coming in from across the country. The search committee includes Foundation members Roger Fairbourn, Deb Samuels, and Paula Lampton. The associate dean of instructional technology and online education search is also underway. This position is especially needed now that Middle States has approved HCC to offer programs completely online.

March 20 Board of Trustees Meeting with County Commissioners

Dr. Altieri reviewed the agenda for the upcoming board meeting with the commissioners. He highlighted the need to showcase the STEM Building, especially the biotechnology and alternative energy labs. Two student speakers will be identified to share their stories with the commissioners. The meeting will be held in the black box theater/dance studio of the Kepler Center. The bid opening for the senior center project will occur in the morning, before the board meeting. Dr. Altieri expects the groundbreaking for that project to be held in the next few months.

Adjustments to the student and community fee schedule for FY13 will be discussed during the regular portion of the board meeting. The Intercollegiate Athletic Program Policy will be presented for action by the board, as well as review and approval of new and discontinued degree and certificate programs.

HCC Foundation Capital Campaign

The Foundation is having great difficulty in reaching the goal of \$1.6 million in private funding for equipment for the Arts and Sciences Complex. Some new strategies are being discussed and the hiring of a new director of college advancement will help define a new direction for approaching significant donors. The 2012 tribute dinner for Don and Jone Bowman is going extremely well and will be the largest fundraising event in the college's history.

June 14 & 15 Event for Highlight HCC/WCPS Partnership

Dr. Altieri and Superintendent Clayton Wilcox have been working to create this collaborative event where WCPS teachers will be on campus on June 15 to participate in various workshops, primarily related to math and science. HCC board of trustees members and WCPS board members may be included as part of the event. An opening reception is planned for June 14, with media invited to attend and learn about the collaborative efforts being developed between HCC and WCPS, including the possibility of the creation of a middle college.

Annual Planning and Performance Reviews

Dr. Altieri reminded everyone of the importance of referencing the APPR process throughout the year, as a way to provide feedback related to performance and goal setting for all employees. HR is going to offer training sessions for managers again this year in preparation for the next review cycle.

Special Topic

Administrator-on-Duty Follow-Up

Dr. Altieri discussed the development of the Administrator-on-Duty initiative. Donna Marriott distributed a copy of the position description for cabinet members to review. Each person will be required to cover two to three shifts per semester. The coverage for each shift will be 4:30 to 8:15 p.m., Monday through Thursday, and 8:30 to 11 a.m. on Saturday.

Policy Development

Kevin Crawford reported on proposed procedural changes to the Opportunity Fund. These include the provision that special consideration be given to students who are enrolled in STEM programs, as well as new students, students involved in student clubs/organizations, students in performing arts, student athletes, minority students, and students in under-enrolled programs. Dr. Altieri suggested that a provision be added to allow faculty to identify special students, who do not necessarily fit these criteria, who also should be considered. An annual statement will be made to identify the focus of the Opportunity Fund each year.

Kevin also distributed information recently provided to MACC for a community college dual enrollment/early college access survey. The information collected is on the agenda for the next MACC presidents' meeting, so that statewide marketing of dual enrollment can be developed.

Dr. Altieri discussed policies for Student Athletes Academic Eligibility and Student Leaders Academic Eligibility. Student athletes must meet the academic requirements of both HCC and the NJCAA. Student leaders must also maintain good academic standing, as defined in the college catalog.

Upcoming Events

- The county budget hearing will be held in Kepler Theater on Tues., May 8. Beth Stull will identify speakers to represent HCC.
- Honors Convocation will be held on Thurs., May 10. Dave Warner and Louise Bird are working on the plans.
- Graduation will be held on Sat., May 12.

Space Allocation Guidelines

Bob Spong distributed draft information related to space allocation on campus. A committee has been working on recommendations for related procedures. Cabinet members were asked to review and provide feedback.

Other Items

Anna Barker brought forth the recommendation that offices that are normally open until 6 p.m. be allowed to close at 4:30 p.m. during spring break. Dr. Altieri approved this request.