

**President's Cabinet
Meeting Minutes
April 10, 2012**

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

Minutes from the March 13 meeting were approved for distribution.

President's Report

Latest FY13 Budget Matters

Dr. Altieri discussed the difficulties in Annapolis on settling the budget. There is still concern over the pension impact on Maryland counties. MACC was successful in getting the legislature not to shift community college pensions to the county, but the overall impact to the county will not be known for a few more weeks. HCC needs to decide how to handle tuition and fees for FY13. It is on the agenda for the April board of trustees meeting, but the county situation will likely not be known at that time.

Performance Based Funding for Higher Ed in Maryland

The Maryland legislature supported a study to explore this. MACC is planning to set up a task force to investigate best practices. It is expected that this funding model will be implemented by Maryland, possibly as early as FY14. Montgomery College has established a committee of people from other community colleges to work on this. Barbara Macht and Judy Gerhart are the representatives from HCC. The MACC presidents' group is planning to present a position paper on this in the fall.

Organizing Testimony for May 8 County Budget Hearing

Dr. Altieri stressed the importance of having strong testimony at the county budget hearing in May. Beth Stull is working on aligning the speakers. He wants to include a student from non-credit to represent career courses.

2016 Open Forum and Meeting with Faculty

An open forum to discuss Strategic Plan 2016 with staff and faculty will be held on May 4. The writing of the plan will take place over the summer, with draft release to the campus in August. It will be presented to the board of trustees in the fall. This will be complete in advance of the prep work for the Middle States visit scheduled to occur in 2014.

Governor O'Malley's Visit to HCC

The Governor is scheduled to visit Hagerstown on April 23, with a tour of the STEM Building at 10 a.m. A meeting to discuss the sharing of crime information across state lines will be held on the HCC campus if the governors of PA and WV are also able to attend.

Need for Ad Hoc Groups

With the growing interest in use of HCC meeting spaces by external groups, an ad hoc group will be created to study and make administrative guidelines for the primary use of campus meeting spaces (Elliott Center, Kepler Center, ARCC, Student Center), and will include related food services and LT services. Theresa Shank has been appointed to lead this group. Another issue that needs to be addressed is sponsorship versus solicitation in working with outside groups. Anna Barker will head this group.

Discussion

Annual Employee Planning and Performance Reviews

Donna Marriott distributed materials for review related to the upcoming APPR process. The previous forms have been combined into one document. Employee reviews must be completed by July 17. Reviews with an overall unsatisfactory rating must be complete by May 1.

Final Review of Administrator of Duty

A revised copy of the AOD handbook was distributed. The process and guidelines are being finalized. Training sessions will be scheduled in the coming months, with the goal to begin implementation in early August, prior to the start of the fall semester.

Campus Smoking Policy

The next step in the evolution of the smoking policy is to consider a change to the policy to designate parking lots as the only approved places for smoking. The issue of enforcement of the current policy has become much more difficult. Dr. Altieri asked that this issue be addressed in the FY13 plan.

Plans for Graduation, Honors Convocation, GED Graduation, and Nurse Pinning

Dave Warner and Donna Rudy have met and reported that plans for these events are moving forward as expected.

April and May Board Meetings

Dr. Altieri said that Barbara Roulette has notified or will notify cabinet members of what is needed from them for these meetings.

Testing Center Project

With the enhancement of online programs, the Testing Center has become more important. As such, the center space is being renovated to increase capacity. Work is expected to be completed in the summer.

FY13 Plan and Budget

Anna Barker reported that the plan is in good shape, but much will depend on the budget from the county and state. She will contact cabinet members as needed.

Student Activities Policy Recommendation

A draft copy was distributed to cabinet members. The purpose of the policy is to establish opportunities and responsibilities for the involvement of students in campus activities.

May Faculty Workshop Schedule

Dave Warner distributed a revised agenda for the May Workshop. Items include a presentation by Stacey McGee on outcomes assessment, an open forum on Strategic Plan 2016, the PAR picnic, and various faculty meetings.

Organizational Chart

Dr. Altieri asked cabinet members to review the organizational chart and submit changes to Barbara Roulette.