

**President's Cabinet
Meeting Minutes
May 8, 2012**

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

Minutes from the April 10 meeting were approved for distribution.

President's Report

Latest FY13 State and County Budget Matters

Dr. Altieri stated that, due to state budget challenges, this is the latest that we will have been notified about state and county funding. He is hopeful that HCC will receive level funding. The county budget hearing will be held on May 22 in the Kepler Theater. Beth Stull is securing speakers to present on behalf of HCC. The state budget special session is scheduled for the week of May 14 and will probably last two days. The state budget formula for community colleges is likely moving toward performance based funding in the next few years. Dr. Altieri feels that HCC is preparing well for this model, especially with regard to outcomes assessment and STEMM programming.

News from Annapolis

Dr. Altieri distributed copies of a letter from MHEC regarding Statewide and Health Manpower Grant Programs. Dr. Altieri expressed concern that HCC was not accurately represented in its net totals for these programs, especially in comparison to the other community colleges. He asked Barbara Macht and Anna Barker to investigate the data and report back.

The state continues to push the completion agenda, especially in the face of tightening budgets. Danette Howard has implemented a work group to begin revamping MHEC data reporting requirements.

Strategic Plan 2016

Dr. Altieri stated that he felt faculty response was mostly positive following the workshop week session to review the draft of Strategic Plan 2016. A primary topic of the summer retreats will be the development of the action plans to address the eight goals in the plan. He stressed that the accreditation visit from Middle States will occur in the middle of this plan. The development of the strategic plan will aid in the development of the self-study report for Middle States.

Summer Retreats

In anticipation of selecting summer retreat dates, Dr. Altieri asked executive officers to submit summer vacation requests to Barbara Roulette. A tentative date of August 20 is set for the faculty retreat. New employee orientation is scheduled for August 17. Theresa Shank shared that a retreat for continuing education is scheduled for May 30. A retreat for Strategic Plan 2016 will be scheduled for the full cabinet.

Campus Safety and Security

Dr. Altieri distributed an updated email (originally sent in August 2011) regarding the need to further enhance and define the campus emergency plan. He noted that Anna Barker, Bob Spong, Henry Gautney, and Beth Stull recently attended a FEMA training session and he wants to build upon the information that was covered in that training. Key topics at the training included risk assessment and prevention, and identifying roles and responsibilities. Dr. Altieri stressed the importance of conducting a follow-up meeting in June. He asked that a campus audit be conducted prior to the meeting, to aid in the development of the emergency plan which will be emphasized in Strategic Plan 2016.

Discussion Topics

Year-End Personnel Evaluations

Donna Marriott said that training has begun on the new evaluation forms. Dr. Altieri stressed the importance of following through on evaluations with what occurs throughout the year, after the evaluation.

Final Adjustments to FY13 Plan & Budget

The budget and plan is expected to go to the board of trustees at the May meeting, however Anna Barker expressed concern about not knowing what the state will decide following its special session. There are several outstanding items that will not be known until June. Barbara Macht discussed the need to edit the narrative for goals that may be impacted by budget decisions. Dr. Altieri suggested that Anna develop the budget based on the assumption of level funding and present it to the board at the May meeting, with a contingency plan to conduct a special board session prior to the June meeting, if the state budget is significantly different than expected.

Enrollment Management

Following a conversation with Jennifer Haughie, Dr. Altieri is concerned about enrollment for the fall semester. As a result, he stressed the importance of enrollment management efforts throughout the summer and the need to highlight initiatives such as growth of online programs, evening course packages, affordability, veteran benefits, etc. Theresa Shank discussed a move toward course bundling as a way to increase enrollment in continuing education.

Cabinet Member Reports

- **Donna Rudy** – She stated that plans are well underway for the end-of-the-year events, including Honors Convocation and Commencement.
- **Joe Marschner** – Hub Opera Ensemble will present Carmen in the Kepler Theater on June 1, 3, 7, and 9. This performance will include students from the Barbara Ingram School for the Arts.
- **Dave Warner** – He reported that the dental hygiene program application has been received by CODA. The paramedic program got a five-year accreditation and the

pharmacy program got a one-year accreditation. The Aspen Prize nomination submission is due May 25.

- **Bob Spong** – He reported that Bob Machin from DGS is retiring, and no replacement has been announced. No one from DGS has addressed the question of who HCC (and other community colleges) will contact regarding various state reports.
- **Theresa Shank** – The facilities use group met last week for the first time. This group examines how rental facilities on campus are used.
- **Donna Marriott** – The retirement reception is scheduled for Mon., May 14 at 2:30 p.m. in the Kepler Theater.
- **Anna Barker** – The FEMA conference was excellent and very intense. She suggested that HCC should consider hosting a similar conference for a larger group of HCC staff and faculty, as well as other colleges in the state and region. The initial planning meeting with the auditors will be held tomorrow.
- **Stacey Lowman** – She thanked everyone for their welcome and support, and is looking forward to her work with the college.
- **Barbara Macht** – She stated that her office is extremely busy with various report and grant submissions, including the Aspen Prize nomination.
- **Beth Stull** – She stated that March and April events went well and received positive attention from the community. Training for the new online catalog software is currently wrapping up. The committee of Judy Gerhart, Jackie Griggs, Jennifer Haughie, Leigh-Anne Mauk, and Beth Stull will then begin making edits to the 2012-13 version of the catalog, which will be live by July 1.